

MARCH 24, 1992

TO: ALL MAINTENANCE EMPLOYEES

FROM: ED PETRU, JR. *Ed Petru*

EFFECTIVELY IMMEDIATELY, NO WORK ORDERS WILL BE CLOSED OUT
UNTIL THE WHITE COPY IS TURNED IN TO THE PLANNING
DEPARTMENT. IF THE WHITE COPY IS LOST, COME BY OR CALL
THE PLANNING OFFICE AND A DUPLICATE WILL BE MADE.

PLEASE TURN IN COMPLETED WORK ORDERS ON A TIMELY BASIS
(PREFERABLY DAILY) AS THEY WILL NOT COME OFF OF THE DAILY
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THANK YOU FOR YOUR SUPPORT.

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