

Submitting a Walk-In Job into MFD

- **What is a Walk-In Job?**

- Walk-in jobs take **less than 4 hours** with work performed in only **one shop**. Supervisors will estimate the time to complete job.

- **How to Submit a Walk-In Job?**

- **Submit walk-in jobs to any Shop Supervisor** by completely filling out the MFD Walk-In Work Order form; attach a sketch or drawing and place in shop's Walk-In Box. (Jobs estimated at longer than 4 hours or span more than one shop will be transferred to Production Control for normal input.)

- **What the Difference between Normal and Walk-In Input?**

- Walk-in input provides a streamlined input for jobs that are short in duration and have limited scope of work but provides reduced services. With walk-in input:
 - No drawing review is provided
 - No cost estimate is provided
 - No material will be ordered
 - No internal tracking is provided
 - No estimated completion dates are provided, work will be done on a fill-in basis

- **When Will My Job Be Done?**

- Walk-in jobs will be done on **a fill-in basis**. If your job is "Urgent, High Priority or Hot" contact Bill Misson (ext. 2724) or Karen Fant (ext. 4466). They will determine if it can be expedited. Production Control inputs all "Urgent, High Priority or Hot" jobs to provide you with the best possible service.

- **How jobs are identified as "Urgent, High Priority or Hot" job: (roughly in order of importance)**

- Currently operating physics program (PEP, E158, E164...) is stopped, waiting for completion of this work.
- Project identified High Priority by SLAC management needs this work done immediately for the project to proceed.
- Safety related item that needs immediate attention.
- This component holds up a large body of other work on a project.

Our goal is to provide you with the best service.

When planning your work keep in mind MFD typically has a backlog of several weeks in most shops.