

Filter Work Order

DECISION MAKING · WHICH WOULD YOU PICK

Cyrus is working from a facilities work order for replacing air filters in an office wing after ceiling tiles were opened. The work order lists six vents, but the ceiling plan in the job folder shows ten vents in that hallway. Two extra filter boxes are stacked on the cart, and the return-air grille key is clipped to the handle. The supervisor already said the hallway should be finished as one clean pass, with each completed vent checked off on the order. If Cyrus follows only the six typed lines, four vents may be left for a second trip. If he expands the job without asking, the order may not match the work that gets recorded.

Choose one option and give one practical reason.

- [ ] Follow the six lines, mark the four extra vents as found, and ask the supervisor whether to add them to the same work order.
- [ ] Service all ten vents now, then write a clear note on the work order showing the six listed vents and four added vents.

Give one practical reason for the choice.

Think about it: What could go wrong if the work order and the finished work do not match?