

Buildings & Facilities Management Work Order Request Form

(Please print)

FOR USE OF DEPARTMENT MAKING REQUEST

Priority 1 thru 4

Work Request			Name of Individual Requesting		
Work Center / Location	Year	First	Last	Ext. #	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Supervisor Signature	Date of Request	<u>Work Type</u>			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	PT - Paint NW - New Work EL - Electrical RP - Repair S - Service RL - Replace			
Diagram / Drawing:		Description:			
***** FOR MAINTENANCE SUPERVISOR *****					
Assigned To:	Date Assigned:	Est. Comp Date:	Est Hrs.:	Priority:	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

Completed by: (Please print)

Completed by: (Signature)

Date Completed:
