



Multi-Trade* Work Order and Equipment Installation Request Form

General Information:

Date of Request:	
Building:	
Room #:	

Requestor Information:

Department Requesting Work:	
Individual Requesting the Work:	
Phone #:	
Email:	

Account Information:

Is an Estimate Required:	Yes	No	
Project Budget (\$):			
Fund #	Department #	Program #	Budget Year

Desired Completion Date:

Description of Work: (Provide Complete Information; Attach Extra Sheets and Drawings if Needed)

Department Chair Approval:

Department Chair Email:

Dean/Asst. Chancellor Approval:

Dean/Asst. Chancellor Email:

-Completed form must be approved by Dean or Asst. Chancellor to be accepted.

*Multi-Trade Work Orders are requests that include (2) two or more of the following trades: Carpentry, Painting, Plumbing, HVAC, and Electrical.

Please Send Completed Form to: ppworkrequest@uwplatt.edu