

WORK ORDER REQUEST FORM

INSTRUCTIONS: This form is for request involving renovation, improvements or general routine repair projects either on buildings or grounds. For emergency repairs call maintenance directly. (349-2080)

Fill out this form completely and return to the Building & Grounds Superintendent. Scheduling and prioritizing of projects is the responsibility of the Building & Grounds Superintendent. Please submit this form to this office by our mail folder at the switchboard, email, by fax (349-2220) or in person.

Date of Request:

Location:

Description of Project:

Estimated Materials & Supplies:

Requested Date of Completion:

Requesting Agency or Individual:

Account # to be charged:

Date Completed:

Completed by: