

Physical Plant Work Order Form

Enter information below, print, sign and submit to Physical Plant Department

Requested By: Date:

Department Building: Room #:

Description of Work Requested:

Director's Approval:

☐ Approved

☐ Disapproved

Director's Signature _____

Date:

President's Approval:

☐ Approved

☐ Disapproved

President's
Signature _____

Date:

PHYSICAL PLANT USE ONLY

Type Requested:

- ☐ Technical/Building
☐ Grounds/Building
☐ Custodial/Building
☐ Other

Work Order #:

Approved
By: _____

Physical Plant Director

Date:

Date Project Assigned:

Date Project Scheduled:

Supervisor
Assigned: _____

Staff
Assigned: _____

Description of Work, Estimated Time, etc.	Estimated Date

Completed by: _____

Date Completed:

Supervisor Signature: _____

Date: