

WORK ORDER REQUEST FORM

SEVIER COUNTY COURTHOUSE

MAINTENANCE DEPARTMENT

Requester Name:

Date:

Department:

Telephone:

Urgent: Yes ☐ No ☐

Description of Work Order Requested:

-----*Maintenance Use Only*-----

Description of completed Work Order and Material Used:

Completed By:

Date:

Time Started:

Time Ended:

The Maintenance Department receives and processes work order requests daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Department or Division must complete a work order form online, place it in our mailbox or email it to maintenance@seviercountyttn.gov and cc ddodgen@seviercountyttn.gov. You may also fax it to 865-453-6830. Thank you in advance for your cooperation.

Duane A. Dodgen: Maintenance Supervisor