

## 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: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Supervisor Signature		Date of Request	<u>Work Type</u> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>PT - Paint EL - Electrical S - Service</div> <div>NW - New Work RP - Repair RL - Replace</div> </div>		
Diagram / Drawing:		Description:			
<b>***** FOR MAINTENANCE SUPERVISOR *****</b>					
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:

---