

Work Order Request

Please complete this section only and submit form to Building Administrator

Building Name:	Requested By:
Room # or Area Description:	Date:
<input type="checkbox"/> Custodian <input type="checkbox"/> Maintenance	Building Administrators' Approval:
Service Requested:	

Do Not Write Below This Line • For Administrator Use Only

<p style="text-align: center;">Status/Instructions</p> <p><input type="checkbox"/> Issue Bid Request</p> <p><input type="checkbox"/> Issue Work Order</p> <p><input type="checkbox"/> Work Order Completed</p> <p><input type="checkbox"/> Job Cancelled</p> <p><input type="checkbox"/> Payment Authorized</p> <p>Date Authorized: _____</p>	<p style="text-align: center;">Job Priority:</p> <p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Urgent</p> <p><input type="checkbox"/> High</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> Low</p> <p style="text-align: center;">Service Category:</p> <p><input type="checkbox"/> Install</p> <p><input type="checkbox"/> Maintain</p> <p><input type="checkbox"/> Repair</p>	<p>Start Date: _____</p> <p>Completion Date: _____</p> <p>Hours to Complete: _____</p> <p>Completed by: _____ (Name)</p>
P.O. # _____		
Work Performed:		
Materials:		