

# 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:**

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**Date Completed:**

**Completed by:**