WORK REQUEST
PLANT MAINTENANCE

REQUESTED BY: _____ **PHONE:** _____ **DEPT** _____ **DIVISION**_____

AUTHORIZED BY: **DEPT. HEAD(S)** _____ **DIV DIR(S)**_____ **VP (S)** _____

CAMPUS _____ **BUILDING** _____ **ROOM** _____ **PRIORIT REQUESTED** **URGENT** ☐ **ROUTINE** ☐

TYPE OF WORK ☐ **NEW CONSTRUCTION** ☐ **REMODELING** ☐ **RENNOVATION** ☐ **MAINTENANCE**

FUNDING SOURCE (ACCOUNT NUMBER) ☐

NOTE: ANY WORK REQUESTED OTHER THAN MAINTENANCE MUST HAVE A FUNDING SOURCE IDENTIFIED

DATE SUBMITTED :_____ DATE REQUIRED _____ DPT. CODE NO. _____

DESCRIPTION OF WORK, MATERIAL REQUESTED OR JUSTIFICATION

ATTACHMENTS: PLANS _____☐_____ SKETCH _____☐_____ DESCRIPTION _____☐_____

CAMPUS SERVICES
☐☐☐☐☐☐☐s

FOR PLANT MAINTENANCE ONLY

PLANT MAINTENANCE
☐☐☐☐☐☐☐C

CAMPUS ☐☐☐☐ BUILDING ☐☐☐☐ ROOM ☐☐☐☐ TYPE OF WORK ☐☐

RE Repairs
NE New Construction
PR VIP Requested

SA Safety
CO Capital Outlay
OC Outside Contractor

AUTHORIZING SIGNATURE (S)

ASSIGNMENT:
CARPENTRY-**CA** PAINTING-**PA**- PLUMBING-**PL** METAL-**ME** A/C-**AC**
GROUNDS-**GA** KEYS-**KE** ELECTRIC-**EL** MOTOR POOL-**MO-** DELIVERY-**DE**
CONSTRUCTION CRE-**CC** MODULAR FURNITURE-**WE** ROOFER-**RF**

PROJECT COMPLETION

_____ _____/_____/_____
SHOP FOREMAN'SIGNATURE DATE

LEAD SHOP ___ ___ ___ ___ ___

☐☐ ☐☐ ☐☐ ☐☐ ☐☐ ☐☐

COST SECTION: **MAN HOUR** **M/H** _____

ESTIMATED **MATERIAL** _____

PRIORITY **(1 2 3)** **(4 5 6)** **(7 8 9)**

EMERG. ☐ **URG.** ☐ **ROUT.** ☐ **ON HOLD** ☐☐☐☐

PROJECT SCHEDULES DATE

TODAY'S DATE ____ ____/____ ____/____ ____

ESTIMATED MATERIAL DELIVERY DATE ____ ____/____ ____/____ ____

PROPOSED START DATE ____ ____/____ ____/____ ____

ESTIMATED COMPLETION DATE: ATE ____ ____/____ ____/____ ____

INSTRUCTIONS:

1. Requestor must complete through the description section and attach any plans and specs as required.
2. Campus Services must process and send to Plant Maintenance Dept.
3. Plan Maintenance Dept will return the green and pink copies with detailed estimated of the work
4. If the request is returned with a price of other than maintenance, the requestor must send a copy of the budget amendment to the Plant Maintenance Department to activate the work order.

DISTRIBUTION: **MAINTENANCE OFFICE, CAMPUS SERVICES, ORIGINATOR**