

WORK REQUEST PLANT MAINTENANCE

DEPT. REQUEST NO. _____

REQUESTED BY: _____ PHONE: _____ DEPT.: _____ DIVISION: _____

AUTHORIZED BY: DEPT. HEAD(S) _____ DIV. DIR.(S) _____ V.P. (S) _____
(IF REQUIRED)CAMPUS _____ BUILDING _____ ROOM _____ PRIORITY REQUESTED: URGENT ☐ ROUTINE ☐TYPE OF WORK: ☐ NEW CONSTRUCTION ☐ REMODELING ☐ RENOVATION ☐ MAINTENANCE

FUNDING SOURCE (ACCOUNT NUMBER). _____

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

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

DESCRIPTION OF WORK, MATERIAL REQUESTED, OR JUSTIFICATION

ATTACHMENTS: PLANS _____ SKETCH _____ DESCRIPTION _____

CAMPUS SERVICES #

							S
--	--	--	--	--	--	--	---

FOR PLANT MAINTENANCE ONLY

PLANT MAINTENANCE #

							C
--	--	--	--	--	--	--	---

CAMPUS <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					BUILDING <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					ROOM <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					TYPE OF WORK: <table border="1"><tr><td></td><td></td></tr></table>			RE Repairs NE New Construction PR VIP Requested	SA Safety CO Capital Outlay OC Outside Contractor

AUTHORIZING SIGNATURE(S) _____

PROJECT COMPLETION _____

SHOP FOREMAN'S SIGNATURE _____

DATE _____

ASSIGNMENT:

CARPENTRY-CA PAINTING-PA PLUMBING- PL METAL-ME A/C-AC
GROUNDS-GA KEYS-KE ELECTRIC-EL MOTOR POOL-MO DELIVERY-DE
CONSTRUCTION CREW-CC MODULAR FURNITURE-WE ROOFER-RF
LEAD SHOP - - - - - OTHERS - - - - -

--	--	--	--	--	--

PROJECT SCHEDULES DATES

TODAY'S DATE _____

ESTIMATED MATERIAL DELIVERY DATE _____

PROPOSED START DATE _____

ESTIMATED COMPLETION DATE: _____

COST SECTION: MAN HOUR M/H _____
ESTIMATED MATERIAL _____
PRIORITY: (1 2 3) (4 5 6) (7 8 9) ON HOLD
EMERG. ☐ URG. ☐ ROUT. ☐

--	--	--

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. Plant Maintenance Dept. will return the green and the pink copies with a detailed estimate of the work.
4. If the request is returned with a price for other than maintenance, the requestor must send a copy of the budget amendment to the Plant Maintenance Department to activate the work order.

DISTRIBUTION: WHITE: MAINTENANCE OFFICE PINK: ORIGINATOR GREEN: CAMPUS SERVICES