WORK REQUEST PLANT MAINTENANCE

DEPT. REQUEST NO.

REQUESTED BY:

PHONE

DEPT.

DIVISION

DEPT.

DIV

V.P.

(S)

AUTHORIZED BY:

HEAD(S) DIR(S)

(If required)

ROUTINE

PRIORITY REQUESTED

CAMPUS

BUILDING

ROOM

URGENT

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

BUILDING

ROOM

TYPE OF WORK: RE Repairs

NE New Construction PR VIP Requested

SE Safety

Co Capital Outlay

OC Outside Contractor

**INSTRUCTIONS:** 1. Requestor must complete through the description section and attach any plants and specs. as required.

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

AUTHORIZING SIGNATURE(S)

ASSIGNMENT:

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

LEAD SHOP LEAD SHOP

PROJECT OF COMPLETION / /

SHOP FOREMAN'S SIGNATURE DATE

COST SECTION: MAN HOUR M/H

ESTIMATED MATERIAL

PROJECT SCHEDULES DATES

PRIORITY: (123) (456) (789) ON HOLD EMERG. URG. ROUT.

/ /

TODAY'S DATE

/ /

ESTIMATED MATERIAL DELIVERY DATE

/ /

PROPOSED START DATE

/ /

ESTIMATED COMPLETION DATE:

CAMPUS SERVICES\*

**S**

FOR PLANT MAINTENANCE ONLY

PLANT MAINTENANCE \*

**C**