

**Maintenance Work Order Request**

Date Requested: \_\_\_\_\_

Location: \_\_\_\_\_

- Computer Related: Give to the Secretary/Leave on Desk**
- Emergency/Safety Hazard
- Needed Within the Week
- Non-Emergency
- ASAP

Date Needed \_\_\_\_\_

Problem or Work needed:


Requested By: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Do Not Write Below this Line*

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Cost Analysis:

Labor: \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ /Hr.

Job Assigned to \_\_\_\_\_

Materials \$ \_\_\_\_\_

Date Completed: \_\_\_\_\_

Number of hours needed: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_