

## Maintenance Work Order

**Requester:**

**Name**

**Date:**

**Time:**

**Email:**

**Phone:**

**Requested due date:**

**Request Details:**

**Inventory Needs:**

**Location:**

**Request Type:**

Automotive

Grounds

Custodial

HVAC

Electrical

Painting

Furniture

Pest Control

Plumbing

Safety

Security

Other

**Prefered times for service:**

**Urgency:**

Low

Medium

High

**Maintenance Dept:**

**Labor required:**

**Materials required:**

**Estimated cost:**

**Crew Member Assigned:**

	<b>Date of assignment:</b>		
	<b>Due date:</b>		
		<b>Approved by:</b>	