

MAINTENANCE WORK REQUEST

Date of Request: _____ Requesting Party: _____

Exact Location of Work: _____

Description of work/repair to be done:

Requested Priority:

Emergency – Do not use this form. Use phone

_____ High – Must be done within 24 hours

_____ Medium – Must be done within a week

_____ Low – Can be done when schedule allows

_____ Summer

.....
Date Reviewed: _____ Priority Assigned: _____

Authorized By: _____

Comment: _____

Date Work Completed: _____

Comment:

Person Completing Work: _____

3rd party invoice attached Yes _____ No _____