

WORK ORDER REQUEST

REQUESTOR NAME: _____ DATE OF REQUEST: _____

LOCATION OF WORK TO BE PERFORMED: _____

REQUEST URGENCY: _____ URGENT _____ ROUTINE

REQUEST TYPE: _____ PREVENTATIVE _____ REPAIR _____ OTHER

DESCRIPTION OF WORK REQUESTED:

COPY OF FORM GIVEN TO: _____ MAINTENANCE _____ MAYOR _____ SHERIFF'S OFFICE

MAINTENANCE USE ONLY

REPAIR/JOB COMPLETED BY: _____ DATE: _____

NOTES/COMMENTS:

COPY OF FORM RETURNED TO: _____ REQUESTOR _____ MAYOR _____ SHERIFF'S OFFICE