

# Work Order Request Form

Please complete all sections of the form and file in the Work Order Log in the Hall Office.

**Date Reported:** \_\_\_/\_\_\_/\_\_\_

**RA Name:** \_\_\_\_\_

**Location**

Floor/wing: \_\_\_\_\_

Area (bathroom, room, etc): \_\_\_\_\_

Room #: \_\_\_\_\_

Side of the room:     Left         Right

**Problem Type (circle the most accurate selection):**

|              |                     |                     |                                      |
|--------------|---------------------|---------------------|--------------------------------------|
| Carpentry    | Construction        | Electrical          | Electrical Door Access               |
| Electronics  | General Maintenance | Grounds             | Heating/Ventilation Air Conditioning |
| Housekeeping | Key/Lock            | Miscellaneous       | Painting                             |
| Plumbing     | Roof                | Vehicle Maintenance | Furniture                            |

**Detailed description of the problem or request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time available for maintenance:** \_\_\_\_\_

**Requested Completion Date:** \_\_\_/\_\_\_/\_\_\_

**Was this an act of vandalism?**  Yes     No

If yes, responsible student(s) include M#s: \_\_\_\_\_

\_\_\_\_\_

**Graduate Assistant Use Only**

Date Submitted to SchoolDude: \_\_\_/\_\_\_/\_\_\_        Work Order ID: \_\_\_\_\_

Follow up action required to have request completed:  Yes     No

If yes, what action did you take? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Order Completion Date: \_\_\_/\_\_\_/\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_