



Work Order Request Form

FACILITIES MAINTENANCE SERVICES

Mail or fax completed form to your local campus manager's office or COO's office at ext. 8-8375

24-HOUR NOTICE IS REQUIRED

Requester Name: _____
Campus: _____
Location: _____
Room: _____

Date: _____
Telephone: _____
Urgent: Yes No

Work Order Description Requested:

Approved by Name: Dr. Abe Bryant Signature: _____
COO or Campus Manager (Print)

The Service Response Center (SRC) receives and process request work orders daily for all Houston Community College campuses. Our overall goals are to schedule and complete these services in a timely manner. In order to successfully perfect our goals, please complete this "Work Order Request Form" and fax it to the above number.

Emergency service request should be made by telephone to extension 85555. Thank you in advance, for your cooperation and participation.

Hours of Operation

With the exception of Holidays, the SRC is staffed from 7:30 a.m. to 11:00 p.m. for Monday through Friday; as well as, from 8:00 a.m. to 4:30 p.m. for Saturday through Sunday. A supervisor will handle all after-hours emergency calls.

(For SRC Use Only)

Work Order Number: _____ Date: _____