

FACILITY SERVICES
WORK ORDER REQUEST INSTRUCTIONS

Facility Services personnel, working together with faculty, staff, and students, are responsible for maintaining a clean and safe learning environment. Employees must submit an approved Work Order Request form to Facility Services for any needed maintenance, repairs, painting, and housekeeping services in his/her area or in common areas of the college. Concerns about buildings and grounds should be reported to the Facility Services Director or to the Vice President, Finance and Administrative Services. PLEASE NOTE: requests for door and cabinet keys should be sent directly to Security for their action.

The Work Order Request form may be filled out by any employee but must be submitted through Building Captains who will email the completed and approved form directly to Facility Services at facilityservices@durhamtech.edu. Please follow the instructions below:

1. Save the Work Order form to your desk top and begin filling out the information.
2. The initiator will fill out the Request Date, Date of Event, initiator's name and contact information, and the location and description of the job. If an attachment is necessary to further explain the job (i.e., a room layout/arrangement), the initiator should attach a document with the specific details or arrangement desired and send the attachment along with the original Work Order Request form.
3. Attach the completed Work Order Request form to an email and send the email and any attachment to the designated Building Captain for your building.
4. The Building Captain will review/approve and send the email with the attached approved Work Order form and any other attachments to Facility Services at facilityservices@durhamtech.edu.
5. Facility Services will respond by indicating they have received the Work Order Request form and will then continue processing the Work Order Request in accordance with Facility Services procedures.

The designated Building Captains for their respective buildings are:

BUILDING	BUILDING CAPTAIN		BUILDING	BUILDING CAPTAIN
807 BACON	Keitcha Royal		NORTHGATE	Madison Sanford
COLLINS	Carolyn Henderson		NORTHERN DURHAM	Donna Matheson
COLLINS EXPANSION	Carolyn Henderson		ORANGE COUNTY	Linda Chalmers
CORPORATE ED CENTER	Darlene Covington Brown		PHILLIPS	Tracy Johnson
ERC	Gloria Gay or Wendy Ramseur		SOUTHBANK	Andrea Thomas
FACILITY SERVICES	Anne Harris		TECHNOLOGY CENTER	Sandra Grady & Kimberly Robertson
BUILDING 8	Burnie Parker		WHITE	Nikki Williams
NEWTON	Jamia Mclver-Eshiet		WYNN CENTER	Marilyn Slaughter
ITS	Megan Nicholson			

**DURHAM TECHNICAL COMMUNITY COLLEGE
FACILITY SERVICES
WORK ORDER REQUEST**

Initiator: _____ Phone: _____

Date of Event _____

Contact Person: _____ Phone: _____

Date Request Written: _____

Job Location: _____

Job Description: _____

Dept. Head: _____

Date Approved _____

Building Captain: _____

Date Approved: _____

EQUIPMENT AND FURNITURE MOVE REQUEST (excluding computers)					
Item Description	Inventory #	Serial #	Make / Model #	Mfg #	Transfer To:

COPIER PAPER AND LAB PRODUCTS					
DEPT. ACCOUNT CODE _____ (Required)					
Copier paper	Qty			Lab Products	Qty
8.5 X 11"				Paper Towels (rolls or sheets)	
8.5 X 11" 3-hole				Sanitizer	
8.5 X 14"				Soap	
Other					

Facility Services Use Only:

Transported by: _____

Date Completed: _____

Received by: _____

Date Received: _____