

Physical Plant Work Order Form

Enter information below, print, sign and submit to Physical Plant Department

Requested By: Date:

Department Building: Room #:

Description of Work Requested:

Director's Approval: Approved Disapproved

Director's Signature _____ Date:

President's Approval: Approved Disapproved

President's Signature _____ Date:

PHYSICAL PLANT USE ONLY

Type Requested: Technical/Building Grounds/Building Custodial/Building Other
Work Order #:

Approved By: _____ Date:

Physical Plant Director

Date Project Assigned: Date Project Scheduled:

Supervisor Assigned: _____ Staff Assigned: _____

| Description of Work, Estimated Time, etc. | Estimated Date |
|---|----------------|
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| | |

Completed by: _____ Date Completed:

Supervisor Signature: _____ Date: