



## Physical Plant Work Order Form

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*                      *Work Order #* \_\_\_\_\_

*Grounds/Building*

*Custodial/Building*

*Other*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Project Assigned: \_\_\_\_\_ Date Project Scheduled: \_\_\_\_\_

Supervisor Assigned: \_\_\_\_\_ Staff Assigned: \_\_\_\_\_

Description of Work, Estimated Time, etc.	Estimated Date

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_