**Facility Maintenance Work Request**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Building Number** | **Name of Requester to Consult** | | | | | **Date** | | |
|  |  | | | | |  | | |
| **Contact Time and Availability** | | **Contact Number** | | | **Cell Phone #** | | | **Work Phone #** |
|  | |  | | |  | | |  |
| **Description of Work Requested** | | | | | | | | |
|  | | | | | | | | |
| **Signature of Requester** | | |  | | | | | |
| **Date Assigned:** | **Work Assigned To:** | | | **Type of Work Task** | |  | **Work Order #** | |
|  |  | | | E=Electrical | |  |  | |
|  | | | P=Plumbing | |  |
|  | | | H=Heat/AC | |  |
|  | | | C=Carpentry | |  |
|  | | | O=Other | |  |

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| --- | --- | --- | --- | --- | --- |
| **Date and Time Work Started** |  | | **Date and Time Work Completed** | |  |
| **Parts and Materials Needed** | **Issued** | **Serial No.** | | **Parts and Materials Used** | |
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| --- | --- | --- | --- |
| **Work Log** | **Date** | **Labor Hours** | **Status** |
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