**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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