WORK ORDER REQUEST FORM

**CRHS – Academy of Architecture & Construction**

WORK ORDER REQUEST FORM (Electronic)

**CRHS – Academy of Architecture & Construction**

**Requester’s Name:** Click here to enter text. **Date:** Click here to enter a date.

**Requester’s E-mail:\_**Click here to enter text. **Department:** Click here to enter text.

**Telephone:** Click here to enter text. **Preferred Work Time:** Click here to enter text.

**Urgent: Yes\_\_**[ ] **\_\_\_ No\_\_**[ ] **\_\_\_ Room Number:** Click here to enter text.

**Description of Work Order Requested:**

Click here to enter text.

***-----------------------------------------------------****Maintenance Use Only****-----------------------------------------------------***

**Description of completed Work Order and Material Used:**

Click here to enter text.

**Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time and Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time and Date Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Architecture & Construction receives and processes request work orders daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Campus must complete a work order form and return to the Maintenance office. Thank you in advance for your cooperation.**