

BUILDING MAINTENANCE WORK ORDER

Date: _____ Person Requesting: _____

Building: 624 630

Office Number: _____

Work To Be Done:

- Hang Picture/Other Object
- Move Object _____
- Repair _____
- Other _____

Please give specific instructions: _____

Anticipated Supplies Needed: _____

This work is needed because:

- Vandalism (MUI Report Submitted)
- Normal Wear and Tear
- Natural Disaster (i.e. Storm Damage)
- Staff Convenience/ Aesthetics
- Other _____

*****Please give work order requests to Shawna*****

Approval Area for Administrative Use Only

Priority: Today This Week Next Week When Time Permits

Approved by: _____ Date: _____

Special Instructions: _____
