

MAINTENANCE / CUSTODIAL WORK REQUEST

SECTION A (TO BE COMPLETED BY PERSON INITIATING REQUEST)

Date of request _____

Person initiating request _____ Contact number _____

Location of work
(please be specific)

COMPLETE description of work needed

Requested completion date _____

SECTION B (TO BE COMPLETED BY FACILITIES PERSONNEL)

Date received _____

Work to be performed by _____ Contacted _____

Notes

Date Completed _____

Signature _____

PLEASE RETURN COMPLETED COPY TO INITIATING PARTY