

# Maintenance Work Request

Date of Request: \_\_\_/\_\_\_/\_\_\_ Requesting Party: \_\_\_\_\_

Work Location: \_\_\_\_\_

Description of work/repair:

---

---

---

Requested Priority:

High - Must be done within 24 hours.

Medium - Within the week.

Low - When you get a chance.

For Office Use Only:

Date Reviewed: \_\_\_/\_\_\_/\_\_\_ Priority Assigned: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Comment: \_\_\_\_\_

Date Work Completed: \_\_\_/\_\_\_/\_\_\_ Number of Days to Complete: \_\_\_\_\_

Work Assigned To: \_\_\_\_\_