St. Mary's University Physical Plant
Work Order Request

(Telephone Services moves, adds & changes requires Telephone Work Order)

(Key Request requires separate request form)

Building _____

Location/Room # _____

Date/Time _____

Requester _____

Department _____

Extension _____

Describe Problem
That Needs Remedy _____

_____

_____

_____

_____

(Note: Please attach written request, if available)

For departmental services, please provide account # _____
(If over $1,000.00 attach written approval of vice president)

Request Status: (circle one)	Routine (10 working days)	Urgent (end of next day)	Emergency (same day)

PHYSICAL PLANT OFFICE USE

Request Type: (circle one)
Service Call | Safety | Estimate | Service Maint. | Insurance | Project | Departmental Service (requires acct#)

Assigned to Division: (circle one)
Maintenance | Housekeeping | Grounds | HVAC | Telephone Svcs

Work Order # _____

rev: 11/10/03