



## WORKORDER REQUEST FORM

### MAINTENANCE (ACADEMIC)

W/O No.		Date		
Requester Name		Department		
Location		Room No		
Telephone No.		Urgent	Yes	No

Description of Work Order Requested:

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----- Maintenance use Only -----

Description of completed Work Order and Material Used:

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Remarks \_\_\_\_\_

Completed By		Date	
Time Started		Time Ended	

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

ADMIN OFFICER

HOD

PRINCIPAL