



**MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT**
(AN AUTONOMOUS INSTITUTION)
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)
Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act 1956

WORK ORDER REQUEST FORM

MAINTENANCE (ADMIN)

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

Description of Work Order Requested:

- Maintenance use Only

Description of completed Work Order and Material Used:

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