

Work Order Request Form

Please complete all sections of the form and file in the Work Order Log in the Hall Office.

Date Reported: ____/____/____

RA Name: _____

Location

Floor/wing: _____

Area (bathroom, room, etc): _____

Room #: _____

Side of the room: ☐ Left ☐ Right

Problem Type (circle the most accurate selection):

Carpentry	Construction	Electrical	Electrical Door Access
Electronics	General Maintenance	Grounds	Heating/Ventilation Air Conditioning
Housekeeping	Key/Lock	Miscellaneous	Painting
Plumbing	Roof	Vehicle Maintenance	Furniture

Detailed description of the problem or request: _____

Time available for maintenance: _____

Requested Completion Date: ____/____/____

Was this an act of vandalism? ☐ Yes ☐ No

If yes, responsible student(s) include M#s: _____

Graduate Assistant Use Only

Date Submitted to SchoolDude: ____/____/____ Work Order ID: _____

Follow up action required to have request completed: ☐ Yes ☐ No

If yes, what action did you take? _____

Work Order Completion Date: ____/____/____

Notes: _____
