



# WORK ORDER REQUEST FORM

**JH FIRE/EMS– MAINTENANCE DEPARTMENT**

**Attention: Maintenance Officer Meagher**

Requester Name: \_\_\_\_\_ Date: \_\_\_\_\_

Station: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location: \_\_\_\_\_ Vehicle of Concern: \_\_\_\_\_

Out of Service Criteria: Yes      No      Duty Officer: \_\_\_\_\_

Duty Officer Notified: Yes      No

Mileage at Time of Request: \_\_\_\_\_

Description of Work Order Requested:

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----- *Maintenance Use Only* -----

Description of completed Work Order and Material Used:

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Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Time Started: \_\_\_\_\_

Time Ended: \_\_\_\_\_

The JH Fire/EMS Maintenance Department receives and process work request orders daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Requesting Party must complete a work order form and return it to the Maintenance Officer; either in person, by fax (739-9856) or by email: [dmeagher@tetonwyo.org](mailto:dmeagher@tetonwyo.org). Thank you in advance for your cooperation.