TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
CRUMP

MAINTENANCE/CUSTODIAL WORK REQUEST

Date: **Requesting Party**:

Campus Location:

Work Location:

Type of Service:
- ☐ Cleaning
- ☐ Lawn Care
- ☐ Restoring
- ☐ Vehicle Maintenance

Problem Type:
- ☐ Repair
- ☐ Replace
- ☐ Update
- ☐ Other

Description of Work/Repair:

Request Priority:

☐ High – Must be completed within 24 hours

☐ Medium – Must be completed within a week

☐ Low – Completed when available

Date Reviewed: **Priority Assigned**:

Authorized by:

Comments/Instructions:

After Work is Completed:

Date Work is Complete: **Number of Days to Completion**:

Completed Work Approved by:

Comments: