



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: