WORK REQUEST PLANT MAINTENANCE

DEPT. REQUEST NO.

AUTHORIZED BY: DIV V.P. CAMPUS BUILDING ROOM PRIORITY TYPE OF WORK NEW CONSTRUCTION REMODELING RENOVATION MAINTENANCE FUNDING SOURCE (ACCOUNT NUMBER). NOTE: ANY WORK REQUEST OTHER THAN MAINTENANCE MUST HAVE A FUNDING SOURCE IDENTIFIED DATE SUBMITTED: DATE REQUIRED: DEFT. CODE NO. DATE SUBMITTED: DATE REQUIRED: DATE REQUIRED: DEFT. CODE NO. ATTACHMENTS: PLANS SKETCH DESCRIPTION CAMPUS SERVICES* FOR PLANT MAINTENANCE ONLY PLANT MAINTENANCE CAMPUS BUILDING ROOM TYPE OF WORK: SE Station COMPUS BUILDING ROOM TYPE OF WORK: EE Repairs SC Capital Outlay OC. Outlact Completion / / / CONSTRUCTOR CONTOR POOL MAR ALC-AC CONTINCTOR COMPLETION / / / / / <tr< th=""><th>REQUESTED BY:</th><th>PHONE</th><th> DEPT</th><th></th><th>DIVISION</th><th></th><th></th></tr<>	REQUESTED BY:	PHONE	DEPT		DIVISION			
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ASSIGNMENT: CARPENTERY-CA PAINTING-PA PLUMBING-PL METAL-ME A/C-AC GROUNDS-GA KEYS-KE ELECTRIC-EL MOTOR POOL-MO DELIVERY-DE SHOP FOREMAN'S SIGNATURE DATE COST SECTION: MAN HOUR M/H ESTIMATED MATERIAL PRIORITY: (123) (456) (789) ON HOLD TODAY'S DATE EMERG. URG. ROUT. Image: Construction of the properties of the proposed start date MATERIAL Image: Construction of the proposed start date		TYPE OF WORK: <u>RE R</u> NE N	Repairs lew Construction	<u>SE Safety</u> <u>Co Capital Outlay</u>			ANCE *	
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5: 1. Requestor must complete through the description section and attach any plants and specs. as required.

2. Campus Services must process and send to Plant Maintenance Dept.

3. Plan Maintenance Dept. will return the green and the pink copies with a detailed estimate of the work.

4. If the request is returned with a price for other than maintenance, the requestor must send a copy of the budget amendment to the Plan Maintenance Department to activate the work order