

# MAINTENANCE/CUSTODIAL WORK REQUEST

Also use this form to report **unsafe** work conditions

**Requester: complete this boxed portion only.**

Location (building): \_\_\_\_\_ Specifically (i.e. room number): \_\_\_\_\_

Description (work or corrective action requested): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this an unsafe condition, check here:

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not use this form for multiple requests.

## Building level disposition

Custodial OR  Maintenance staff\*

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Authorized by (Building Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

\* Administrator: forward maintenance staff requests to the maintenance office.

## Maintenance department disposition

Work order number: \_\_\_\_\_

Maintenance Supervisor Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Priority Code: \_\_\_\_\_ Started Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please ensure that completed work requests are returned to the Maintenance Program Assistant.