



WORK ORDER REQUEST FORM

Maintenance Department

816-410-9252 x1

Requester Name: _____

Date: _____

Property Address: _____

Telephone: _____

Location: _____

Urgent: Yes____ No____

Room: _____

Description of Work Order Requested:

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

Description of completed Work Order and Material Used:

Completed By: _____

Date: _____

Time Started: _____

Time Ended: _____

The T4L-Maintenance Department receives and process request work orders daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Campus must complete a work order form and return to the Maintenance office. Thank you in advance for your cooperation.