

Date \_\_\_\_\_

# SERVICE REQUEST

W.O. # \_\_\_\_\_

Requested by _____	Approval by Dept. Chairman _____	Dept. Name and Number _____	Building Name _____	Room No. _____
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Work Order Class	Phone No. _____	DETAILED DESCRIPTION OF REQUEST
1		
2		
3		
4		
5		

Physical Plant Procedures  
Category (Circle One)

1      2      3

Requesting Department  
Retain Yellow Copy

Locksmith	2278 _____	Stat. Eng.	1443 _____	Bldg. Serv. &	
Carpenter	0683 _____	Cont. Mech.	2610 _____	Spec. Serv.	2198 _____
Electrician	1262 _____	Water Stat.	3003 _____	Groundsmen	4246 _____
Painter	3027 _____	Fitters	3051 _____	Firemen	1550 _____
Mech. Elev.	2584 _____	Plumbers	3060 _____	Asst. Fireman	2110 _____
Mech. Elev. Sup.	2585 _____	Utility Maint.	3205 _____		
		Maint. Wkr.	4257 _____		

Physical Plant Supervisor \_\_\_\_\_

Completed \_\_\_\_\_