

## Maintenance Work Request

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Requesting Party: \_\_\_\_\_

Work Location: \_\_\_\_\_

Description of work/repair: \_\_\_\_\_

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Request Priority:

1. \_\_\_\_ High – Safety issues require immediate attention
2. \_\_\_\_ Medium – Requires evaluation
3. \_\_\_\_ Low – Aesthetic in nature

### For Office Use Only

Date Reviewed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Priority Assigned: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Comment: \_\_\_\_\_

Date Work Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Number of Days to Complete: \_\_\_\_

Work Assigned To: \_\_\_\_\_