

WORK ORDER REQUEST FORM

JH FIRE/EMS- MAINTENANCE DEPARTMENT

Attention: Maintenance Officer Meagher

Requester Name: Jennie Lee Date: 12/1/2020
Station: San Leandro A Telephone: 823-468-3146
Location: San Leandro Vehicle of Concern: Dodge
Out of Service Criteria: Yes ☐ No ☒ Duty Officer: Tim Cook
Duty Officer Notified: Yes ☐ No ☒
Mileage at Time of Request: 2863.1

Description of Work Order Requested:

Sink needs cleaning
Replace faucet and tap
Hot water

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

Description of completed Work Order and Material Used:

Sink cleaned, parts replacement

Completed By: Aswathy Moodadi Date: 12/1/2020
Time Started: 10:45 am Time Ended: 11:15 am