

Work Order Request Form

For emergencies (flooding, no heat/AC, safety hazards), call (903) 927-3300 immediately.

Requestor Information

Name**Phone****Email****Department**

Location

Building**Room Number**

Specific Location Details

Service Request

Request Type

Maintenance/Repair

Custodial

Grounds

HVAC

Electrical

Plumbing

Other

Priority

Emergency

Urgent (24-48 hrs)

Standard (1-2 weeks)

Low Priority

Description of Problem or Request *

Best Time for Service

Approval

Requestor Signature

Date:

Sign above

Date Submitted

(MM/DD/YYYY)