

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

Sign above

Date:

Date Submitted

(MM/DD/YYYY)