

## Work Order Request Form

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

### Requestor Information

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

### Location

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**Building****Room Number****Specific Location Details**

### Service Request

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**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**

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**Requestor Signature**

\_\_\_\_\_

Sign above

Date: \_\_\_\_\_

**Date Submitted**

(MM/DD/YYYY)