

# Maintenance / Custodial Work Request

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

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

Description of work/repair:

---

---

---

---

---

Requested Priority:

☐ High - Must be done within 24 hours.

☐ Medium - Within the week.

☐ Low – When you get a chance.

---

## For Office Use Only:

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

Authorized By: \_\_\_\_\_

Comment:

---

---

---

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

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