

# FACILITIES OPERATIONS

## WORK REQUEST FORM

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

Time of Call: \_\_\_\_\_

### Emergency/Urgent Work Requests

- Record all details on this form and contact the appropriate Supervisor as soon as possible.
- If the appropriate Supervisor is not in the office, attempt contact via two-way radio and/or cell phone.
- Place completed Work Request Forms in the appropriate mail slot in the hallway on a daily basis at the end of your shift.

### Routine Work Requests

- Record all details on this form.
- Place completed Work Request Forms in the appropriate mail slot in the hallway on a daily basis at the end of your shift.

**Work Requested By:** \_\_\_\_\_

**Phone/Extension:** \_\_\_\_\_

**Building/Area:** \_\_\_\_\_

**Room Number/Area:** \_\_\_\_\_

**Work Request Details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Request Dispatched To:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

### Work Request Priority Guidelines

**EMERGENCY:** Request requires immediate attention due to an existing or potential safety hazard to a member of the campus community or property. Requests that may be classified as an "Emergency" include but are not limited to: personal injuries, alarms, chemical spills or releases, power outages, flooding, gas/water leaks, room temperatures, food services, inoperable restrooms/plumbing, spills requiring immediate attention, water temperature problems, objects obstructing roads and sidewalks, and trees that have damaged property or are a danger to personal safety.

**URGENT:** Request requires attention within 24 hours or as soon as possible. Requests that may be classified as "Urgent" include but are not limited to: door/lock repair, problems with exterior doors that secure buildings or doors to rooms that contain valuable equipment, sink holes in yard, light bulbs out in the classrooms, offices and stairways that need light for safety, environmental monitoring or testing and internal safety audits.

**ROUTINE:** Request will be scheduled when personnel and funds permit. Requests that may be classified as "Routine" include but are not limited to: moving furniture, light bulbs out in corridors or general area, chemical disposal, pick up of universal waste (computers, batteries, light bulbs, etc.).