Chattahoochee Valley Community College

CAMPUS WORK ORDER REQUEST FORM

Please arrange for the following campus work to be done (ex: general campus maintenance, repairs, relocations) **Note:** If expenditures are required for this work order, the requester must include a cost estimate and submit an approved purchase order. If assistance is needed, please contact: Johann Wells, Facilities Director, at 291-4954 (office); 706-325-4166 (cell) or email johann.wells@cv.edu.

Location:

Campus Problem/Request:

Description of Work To Be Done:

Cost Estimate (If Applicable):

Priority (Check One)			
Urgent		Within 2 weeks	
Within 2 days		Within 1 month	

If this is a non-repair request, e.g., moving furniture or setting up for a campus event, please provide detailed information on requirements and desired scheduling:

Approvals:

Requester Date

Department Chair/Director Date

CFO Date

Plant Management Use Only

Date Received:_____ Project Assigned To: _____ Date Work Order Completed:_____

Requester 's Sign Off That Project Is Completed

Date

Facilities Director Final Sign Off Signature

Date Work Order Closed