

# WORK ORDER REQUEST FORM

HCCS – MAINTENANCE DEPARTMENT

West Loop Center

**FAX NO. 713-718-7932**

Requester Name: \_\_\_\_\_

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

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Urgent: Yes \_\_\_\_\_ No \_\_\_\_\_

Room: \_\_\_\_\_

Description of Work Order Requested:

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-----*Maintenance Use Only*-----  
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Description of completed Work Order and Material Used:

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Completed By: \_\_\_\_\_

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

Time Started: \_\_\_\_\_

Time Ended: \_\_\_\_\_

The HCCS-Maintenance Department receives and process request work orders daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Campus must complete a work order form and return to the Maintenance office. Thank you in advance for your cooperation.