



# Facilities and Physical Plant Work Order Request

***Please submit one (1) signed copy to the Physical Plant via email [physicalplant@smsu.edu](mailto:physicalplant@smsu.edu) or send via interoffice campus mail.***

Requested By: \_\_\_\_\_  
Name \_\_\_\_\_ Dept. \_\_\_\_\_  
Bldg. \_\_\_\_\_ Room/Area \_\_\_\_\_ Phone # to call with questions \_\_\_\_\_

### *Nature of work or service to be performed:*

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

*Location of Work:* \_\_\_\_\_

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### **Facilities and Physical Plant Use Only**

Description of Repair and /or Material(s) Used	Labor Hours

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

Work Order #: \_\_\_\_\_ Date \_\_\_\_\_ Area to Charge if applicable: \_\_\_\_\_

Job Assigned To: \_\_\_\_\_

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

*(Director of Facilities and Physical Plant)*