



# Work Order Request Form

## FACILITIES MAINTENANCE SERVICES

Mail or Fax completed form to COO's office at ext. \_\_\_\_\_

**24-HOUR NOTICE IS REQUIRED**

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

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

Campus: \_\_\_\_\_

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

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

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

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

### Work Order Description Requested:

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### *Approved by*

**COO or Campus Manager (Name/Signature):** \_\_\_\_\_

The Service Response Center (SRC) receives and process request work orders daily for all Houston Community College campuses. Our overall goals are to schedule and complete these services in a timely manner. In order to successfully perfect our goals, each COO or Campus Manager must approve this "Work Order Request Form" and fax it to SRC.

**Emergency service request** should be made by telephone at extension 85555. Thank you in advance, for your cooperation and participation.

### **Hours of Operation**

With the exception of Holidays, the SRC is staffed from 7:00 a.m. to 9:00 p.m., Monday thru Friday; and on Saturday from 8:00 a.m. to 4:30 p.m. A supervisor will handle all after-hours and emergency calls.

**(For SRC Use Only)**

Work Order Number: \_\_\_\_\_

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