

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

# BEANSTALK

## MAINTENANCE WORK ORDER

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Supervisor) Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone # \_\_\_\_\_

Location where work is needed: \_\_\_\_\_

Describe problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommended Priority:** \_\_\_\_\_ (Assigned by Supervisor) **FAX PRIORITY "1" TO: 344-2736**

- Criteria for priority assignments: **Call John Brokenshire if priority one. 390-3233**
- Priority 1 - Health, Safety, or Licensing problems. Called: Date** \_\_\_\_\_ **Initial** \_\_\_\_\_
- Priority 2 - Problems that cause a limitation to the operation of the Center or Function.
- Priority 3 - Routine maintenance work.

To be completed by Maintenance Supervisor: \_\_\_\_\_

C.O. Approval: \_\_\_\_\_ Priority: \_\_\_\_\_ (Assigned by John Brokenshire)

Date work scheduled to begin: \_\_\_\_\_ Date work completed: \_\_\_\_\_ M/H \_\_\_\_\_

Work completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

\_\_\_\_\_

**Status:** Work in progress \_\_\_\_\_

\_\_\_\_\_