

Building Work Order

Date Work Requested: _____ Work Due By: _____

Type of Request (*circle one*): Cleaning Set-up/Take-down Repair/Maintenance

Event: _____

Event Date: _____ Event Time: _____

Location or Room # _____

Task or Project _____

Special Instructions (use back of form for diagrams)

Questions/Hold-Ups/Notes from Gordon _____

Requested By: _____

Cost? _____ Routed to _____ Committee for Approval

Completed Completion Date: _____