

WEFC WORK ORDER REQUEST

SUBMITTED BY: _____ DATE SUBMITTED: _____

MINISTRY CONTACT: _____

LOCATION OF REQUEST: _____

DESCRIPTION OF REQUEST: _____

OFFICE USE ONLY:

RECEIVED BY: _____ DATE RECEIVED: _____

PRIORITY: Priority 1—Emergency
 Priority 2—Urgent
 Priority 3—ASAP
 Work Day

TYPE OF REQUEST: Building Repair
 Minor Building Improvement
 Capital Improvement
 Equipment

COST ESTIMATE: _____ ESTIMATED WORK HOURS: _____

ASSIGNED TO: _____ ASSIGNED DATE: _____

ACTION TAKEN: _____

COMPLETED BY: _____ DATE COMPLETED: _____

ACTUAL HOURS: _____ ACTUAL COST: _____