



Work Order Request Form

FACILITIES MAINTENANCE SERVICES

Fax completed form to COO's or Campus Manager's office at ext. 88385

24-HOUR NOTICE IS REQUIRED

Requester Name:

Date:

Campus:

Telephone:

Location:

Urgent: Yes No

Room:

Work Order Description Requested

Approved by

COO or Campus Manager (Name/Signature): Dr. Abe Bryant/

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 7:30 a.m. to 11:00 p.m. for Monday through Friday; as well as, from 8:00 a.m. to 4:30 p.m. for Saturday through Sunday. A supervisor will handle all after-hours emergency calls.

(For SRC Use Only)

Work Order Number: _____ Date: _____