

Clarendon College  
Maintenance Department  
Work Order

Bldg & Room No. \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circle One:      Emergency      Urgent      ASAP      Whenever

Requested by \_\_\_\_\_

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For Maintenance Use:

Date \_\_\_\_\_

<input type="checkbox"/> Heat & AC	Hrs _____	\$ _____
<input type="checkbox"/> Electrical	Materials _____	
<input type="checkbox"/> Plumbing	_____	
<input type="checkbox"/> Carpentry	_____	
<input type="checkbox"/> Grounds	_____	\$ _____
		\$ _____

Completed by \_\_\_\_\_