



Work Order Request Form

FACILITIES MAINTENANCE SERVICES

Mail or Fax completed form to COO's office at ext. _____

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): _____

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 7:00 a.m. to 9:00 p.m., Monday thru Friday; and on Saturday from 8:00 a.m. to 4:30 p.m. A supervisor will handle all after-hours and emergency calls.

(For SRC Use Only)

Work Order Number: _____

Date: _____