Building Maintenance
Work Order Request Form

Phone: 704-694-5208
Fax: 704-694-7549
E-mail: maint@email.co.anson.nc.us

Date of Request: _____

Department Requesting Maintenance: _____

Person making Request: _____

Requested Maintenance: _____ **Priority:** _____

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Checked/ Repaired By: _____

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Request should include priority of the department 1) Emergency Must be done now, 2) Needs to be done ASAP, 3)Perform as time and funds are made available.

Maintenance employee should include time required to perform maintenance.