

WORK ORDER REQUEST FORM

Montour County Facilities

Email : wo@montourco.org

Requester Name: _____

Date: _____

Department: _____

Telephone: _____

Location: _____

Urgent: Yes _____ No _____

Room: _____

Description of Work Order Requested:

----- *Maintenance Use Only* -----

Description of completed Work Order and Material Used:

Completed By: _____

Date: _____

Time Started: _____

Time Ended: _____

Work Order Procedures

Maintenance staff shall perform all required maintenance by approved work order. Departments may request work to be performed by emailing the work order to wo@montourco.org unless it's a emergency. Emergency request may be made by phone call as well as email.

Maintenance will determine the status/priority of the work performed. Emergency work orders take precedence and will be performed immediately.