

Work Request
Bluefield State College

In order to request service to be provided by the Maintenance Department, this form (original and two copies) must be completed and sent to the Director of Physical Plant/Maintenance. All information concerning the needed service or repair (moving equipment, making of keys, repairs, and special jobs) must be listed in detail. Prior to submitting the form, it must be approved by your area supervisor and major administrator.

Request by:

Approved by

(Division Chairperson/Supervisor)

Date

Department

Building	Description of Work in Detail
Room No.	
Date Needed	

Major Administrator's Signature

TO BE COMPLETED BY PHYSICAL PLANT PERSONNEL

TO: _____

Our estimated completion date of this project is _____.

Date

Signed: _____ Date: _____