

Trustee work Order Request Form

Date of request

Description of work to be preform and location

Click or tap here to enter text.

Name of person requesting work: Click or tap here to enter text.

Trustees responsible for completion of work:

\*All work is based on availability of manpower/weather condition, and three-week advance notice is required for planning and scheduling (3-week stipulation except for emergencies).

All work will be schedule between Monday-Friday. No work will be done on Saturday, Sundays or holidays except for emergencies (Air Conditioner and water leaks, etc.)

Lead Trustee Only:

Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Worked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost if from Trustee Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit