

**MORROW COUNTY
GENERAL MAINTENANCE
WORK REQUEST FORM**

◆◆ *Limit ONE ITEM Per Request* * ◆◆

**Unless issues are DIRECTLY RELATED (ie. Leaky Faucet, Damaged Carpet)*

Service Request Date (Today's Date): _____

Person Submitting Request: _____

Phone # and/or County Extension #: _____

E-Mail Address: _____

Department (ie. Assessor, Clerk, Health, ect): _____

Building Where Work Is To Be Completed (ie. Courthouse, Gilliam Bisbee, Courthouse Annex, ect.):

Location and/or Area Of Issue (ie. Restroom Near Lobby, Public Front Entrance Doorway, ect.):

Budget Line: For specialized maintenance provide budget expenditure line that work is to be paid out of.

SPECIALIZED MAINTENANCE REQUEST APPROVED BY:

Check One:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Heating/Air-condition Unit | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Building Access | <input type="checkbox"/> Furniture/Fixtures | <input type="checkbox"/> Other |

Description Of Work Requested: Please provide a detailed description regarding the request.

◆ ONLY one issue per request unless issue is directly related ◆ *(Limited To 200 Character Spaces)*

Priority and Completion time will be determined by General Maintenance Department

General Maintenance Department Project Notes/Comments:

Date of Completion: _____

Work Completed By (ie. Name Of Individual, Business, Contractor, Ect.):



Completed Documentation Received By: _____ on _____