



**Prairie View A&M University**

**Facilities Maintenance Work Order/Project Request**

**Department/Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Tel#:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Room No.** \_\_\_\_\_

**Requested Completion Date:** \_\_\_\_\_ **Blanket IDO #** \_\_\_\_\_

**Work Requested:**

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**Approval:**

**Budget Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Senior Building Occupant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Physical Plant Use Only**

Work/Project to be handled by:

- Facilities Maintenance**
- Custodial Services**
- Grounds Maintenance**
- Transportation Center**

**IDO #** \_\_\_\_\_