WORK ORDER / PROJECT REQUEST

Administration Section
Facility Operations / Maintenance

Date of Request: _____ Requested By:_____

Site:

Culture Center: ☐ Grave Creek Archeology Complex: ☐ Camp Washington Carver: ☐

Museum in the Park: ☐ WV Independence Hall: ☐ WV Library Commission: ☐

Section:

Administration: ☐ Archives: ☐ Arts: ☐ Historic Preservation: ☐ Museums: ☐

Location (Culture Center Only):

North (Interstate Side): ☐ South (Kanawha River Side): ☐ Other: Floor #:

<u>Specific</u> Description of Work or Project (PRINT or TYPE): **Must be Completed. No Verbal Requests.**

Priority (Maintenance Unit use only):
1 (Emergency, Leak, Hazard) to 10 (Routine Maintenance) _____

Assignment:

In-House: Contractor or Vendor:

Bid Specification ☐ Purchase Request (attach copy if needed) ☐

Section Director Review (Initial)_____Maintenance Supervisor Review (initial)_____

Date Completed:_____ Completed Work Reviewed By (Initial(s)):_____

Cc to: Manager for Facility Operations, Director of Administration