FED WORK ORDER REQUEST

All Work Orders must be received via e-mail from the Building Manager to the FED Work Order Control Clerk unless it is an emergency. Emergencies are anything that are life or property threatening (i.e. broken pipe, electrical cable sparking, overflowing toilet (flooding-not clogged), etc.). An emergency situation may be called in to 483-8500 by the person finding the problem.

For information on Prioritization go to the ISC FED web page.

The following information is required to ensure there is not a delay in processing the work order into the work queue.

DATE:

BUILDING OR FACILITY: 1st LT Shop

LOCATION IN THE BUILDING: Floor: Room: Shop:

TYPE OF PROBLEM:

- ○ Heating, A/C or Ventilation
- ○ Plumbing
- ◉ Electrical
- ○ Structural/Architectural/Paint
- ○ Roofs
- ○ Other

DESCRIPTION OF PROBLEM BELOW:

Point of Contact

Work Phone

E-Mail

Submit Form Reset Form