



# Facility Repair Requests

**FACILITY REPAIR CATEGORIES:**

- Doors, Locks
- Electrical
- Plumbing
- Heat/Air Conditioning
- Building Repairs

**DESCRIPTION OF REQUEST:**

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**LOCATION OF PROBLEM (Building Area):**

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Requested by Name: \_\_\_\_\_ Tenant Organization or COAH Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Requested Completed Date (if urgent): \_\_\_\_\_

Contact \_\_\_\_\_ In case of questions or cost, contact phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Please place in Scott's mail box.**

**FOR FACILITIES STAFF USE ONLY**

Urgent (24 Hours)  HIGH PRIORITY (1-2 days)  MEDIUM PRIORITY (1-2 weeks)  LOW PRIORITY (3-4 weeks)  SEASONAL  Future

- Staff Project
- Outside Contractor: \_\_\_\_\_
- Skilled Volunteer Project
- Non-Skilled Volunteer Project
- Skilled Work Group Project
- Non-Skilled Work Group Project

Materials Needed: \_\_\_\_\_

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

Estimated Cost: \$ \_\_\_\_\_ Final Cost: \$ \_\_\_\_\_

Reason for Final Cost Variance (if applicable): \_\_\_\_\_

Email to Work Order Requestor to notify problem was fixed