Work Order Request

PLANT DEPARTMENT

DIRECTIONS TO REQUESTER: Complete Section I ONLY. Submit three copies to the Plant Department. Maintain last copy for your files. Prepare a separate request for each job. The REQUESTER copy will be returned to you and becomes a work order only when approved and assigned a work order number by the Plant Department. Allow sufficient time for completion. Please TYPE your request.

I. TO BE COMPLETED BY REQUESTER: Date

Summary of work request
Location of work: Room(s) Building:
Details of work request

Special time requirement—Date needed Indicate Reason
Department Tel. Ext. Plan attached Info. attached
Authorized signature Title Approval if required

II. FOR PLANT DEPARTMENT USE ONLY: Date Received

A. Your request has been Approved Disapproved Forwarded to

for action. Use the assigned work order number when referring to this request.

B. Instructions

<table>
<thead>
<tr>
<th>JOB ESTIMATES</th>
<th>Craft</th>
<th>Total Hours</th>
<th>Total Labor</th>
<th>Material</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Assigned to Craft Day Night

Foreman—
C. Completed per Plant instructions? Yes No
Can recurrence be prevented? Yes No
If yes, indicate

|-------------------|----------|----------|------------------|

Date Foreman's Signature Requester's Signature

II. FOR DATA PROCESSING USE ONLY

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Bldg.</th>
<th>Class</th>
<th>Category</th>
<th>Cause</th>
<th>Pay</th>
<th>O/T $</th>
</tr>
</thead>
</table>

Total Labor $  =  Total Material $  =  Total $

Work Description (Alphabetic)