

MILES COLLEGE PHYSICAL PLANT OPERATIONS

WORK ORDER WORK ORDER WORK ORDER WORK ORDER WORK ORDER

Painting Grounds

Administrative

Maintenance Electrical

Contact Person Telephone

Requesting Department

Work Needed

Building Floor/Room No.

Time Requested Date Requested

Approved Denied

Supervisor/Dept. Head

Date Work Order Issued

Estimated Start Date Estimated Completion Date

Supervisor's Comments

WORK DETAIL

Worker Job Assigned To

Date Work Began Time Work Began

Date Work Completed Time Work Completed

Workers' Comments

Lead Worker Signature Date