



MAINTENANCE DEPARTMENT WORK REQUEST FORM

Date:		Time:	
Requestor:		Phone Number:	
Program/Department:		Location:	
Urgency	LOW – when time allows		
	MEDIUM – within a week		
	HIGH – EMERGENCY within 24 hours		

Details of work being requested:

----MAINTENANCE DEPARTMENT USE ONLY -----

Work assigned to:		Date Assigned:	
Date(s) Completed:		Start time/ End time:	Total Hrs:

List work completed include supplies, tools and equipment used:

TAT Maintenance Department is responsible for numerous properties. In addition to receiving daily work requests, we have ongoing projects, preventative maintenance, and are assigned to assist with special events. Our overall goal is to complete work requests in a timely manner. In order to help us serve you better you are required to complete and submit a work request form for any and all work requesting.

ADMIN BUILDING

Joseph Everett, Jr.: 627-8217 or 421-0041 Robert Hinshaw: 627-8218 or 421-2413 Shaundel Schweigman: 627-8219 or 421-1854

ENERGY BUILDING

Joseph Everett, Jr.: 627-8217 or 421-0041 Robert Hinshaw: 627-8218 or 421-2413

PUBLIC SAFETY & JUDICIAL CENTER

Robert Hinshaw: 627-8218 or 421-2413 Joseph Everett, Jr.: 627-8217 OR 421-0041

EMAIL FORM TO OR DELIVER TO MAINTENANCE DEPARTMENT OFFICE IN ADMIN BUILDING OR ENERGY BUILDING. josepheverett@mhanation.com / rhinshaw@mhanation.com / sschweigman@mhanation.com

6/15/21

Work order #
