



# MAINTENANCE DEPARTMENT WORK REQUEST FORM

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

<b>Details of work being requested:</b>			

<b>----MAINTENANCE DEPARTMENT USE ONLY -----</b>				
<b>Work assigned to:</b>		<b>Date Assigned:</b>		
<b>Date(s) Completed:</b>		<b>Start time/ End time:</b>		<b>Total Hrs:</b>
<b>List work completed include supplies, tools and equipment used:</b>				

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**

Bruce Benson – 627-8219 or 421-7121      Robert Hinshaw – 627-8218 or 421-2413      Cheyenne Packineau - 627-8217 or 421-7775

**ENERGY BUILDING**

Whitney Bears Tail – 421-3007

**PUBLIC SAFETY & JUDICIAL CENTER**

Mark Snider – 421-7673

**EMAIL FORM TO [WORKREQUEST@MHANATION.COM](mailto:WORKREQUEST@MHANATION.COM) OR DELIVER TO MAINTENANCE DEPARTMENT OFFICE IN ADMIN BUILDING OR ENERGY BUILDING.**

6/20/17
Work order #