

**Wilson County Buildings and Maintenance  
WORK ORDER REQUEST**

**JOB NO.** \_\_\_\_\_

**Requested By:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Manager Authorization:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

---

**Work/Project Location:**

**Attach Details or Sketch Information Regarding the Work Request:**

**Comments:**

**Please fill out top portion except Job number**

---

**Work Assigned By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Work Completed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Man-Hours** \_\_\_\_\_