

# COMMUNITY ACTION PARTNERSHIP OF MID-NEBRASKA MAINTENANCE REQUEST AND WORK ORDER

PLEASE COMPLETE ONLY THE INFORMATION IN THIS BOX

Person Requesting Repair \_\_\_\_\_ Date of Request \_\_\_\_\_

Building Site \_\_\_\_\_ Address \_\_\_\_\_

Work Request (Please be as specific as possible) \_\_\_\_\_

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**FOR MAINTENANCE STAFF ONLY**

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Work Order No. \_\_\_\_\_

Date Received \_\_\_\_\_

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Job Status:

Complete

Incomplete-Why? \_\_\_\_\_

\_\_\_\_\_

Will Return to Complete:

Date \_\_\_\_\_ Time \_\_\_\_\_

Outside Assistance Required

Explain \_\_\_\_\_

\_\_\_\_\_

**Work Done**

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**Materials Used** (please attach invoices for any materials purchased)

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Maintenance Performed By \_\_\_\_\_

Date \_\_\_\_\_ Time Started \_\_\_\_\_

Time Finished \_\_\_\_\_

Total Hours \_\_\_\_\_

Cost of Repair:

Labor, at \$ \_\_\_\_\_ per hour \$ \_\_\_\_\_

Materials \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_