

Work Order-Request Maintenance, Repairs, Cleaning, Room Set Up

****all requests submitted to Executive Director (or designee) - ymcalkpt@aol.com**

Date Submitted: _____

Location: _____

Reported/Requested By: _____

NAME

PHONE#

E-mail address: _____

*follow up within 48 hours (provided contact information is supplied)

Nature/Description of the work or service:

Does this pose safety risk? YES NO (CIRCLE ONE)

Desired Deadline for completion _____ ?

Parts or equipment needed:

Estimated Cost: \$ _____ Estimated Time Required: _____

Authorized by: _____ Date: _____

Work Performed by: _____ Completion Date/Time: _____