

HOUSE: _____ DATE SUBMITTED: __/__/__ SUBMITTED BY: _____

This Section is to be completed by the Requester			FACILITY MANAGER USE ONLY	
ITEM/IMPACT	LOCATION	DETAILS OF PROBLEM/ACTION REQUESTED	RESPONSE ACTION (may include invoice from contractor with <input type="checkbox"/> response action)	FM INITIALS
<i>(e.g. Closet Door)</i> <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Urgent	<i>(e.g. Hallway outside of the bathroom on the lower lever)</i>	<i>(e.g. The Closet door will not close all of the way and one of the hinges needs to be replaced...)</i>	Work Completed: <input type="checkbox"/> yes <input type="checkbox"/> no Comments: _____ _____ _____	
<input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Urgent			Work Completed: <input type="checkbox"/> yes <input type="checkbox"/> no Comments: _____ _____ _____	
<input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Urgent			Work Completed: <input type="checkbox"/> yes <input type="checkbox"/> no Comments: _____ _____ _____	
<input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Serious <input type="checkbox"/> Urgent			Work Completed: <input type="checkbox"/> yes <input type="checkbox"/> no Comments: _____ _____ _____	

_____/_____/_____ Res. Director	_____/_____/_____ HR Manager	_____/_____/_____ Facilities Manager
Date	Date	Date

**** Copies of all initial work orders must be routed to the Program Coordinator, Facility Manager, Residential Director, Chief Executive Officer and HR Manager. Once the response action section is completed by the Facility Manager the work order form is rerouted in the same manner. Copies of the form and any other supporting documentation are filed in the Residential Director’s Office by program under ‘Work Orders’.**