

MORROW COUNTY
GENERAL MAINTENANCE
WORK REQUEST FORM

◆◆ *Limit ONE ITEM Per Request* * ◆◆

**Unless issues are DIRECTLY RELATED (ie. Leaky Faucet, Damaged Carpet)*

Service Request Date (Today's Date): _____

Person Submitting Request: _____

Phone # and/or County Extension #: _____

E-Mail Address: _____

Department (ie. Assessor, Clerk, Health, ect): _____

Building Where Work Is To Be Completed (ie. Courthouse, Gilliam Bisbee, Courthouse Annex, ect.):

Location and/or Area Of Issue (ie. Restroom Near Lobby, Public Front Entrance Doorway, ect.):

Check One:

Electrical

Heating/Air-condition Unit

Plumbing

Building Access

Furniture/Fixtures

Other

Description Of Work Requested: Please provide a detailed description regarding the request.

◆ ONLY one issue per request unless issue is directly related ◆ *(Limited To 200 Character Spaces)*

Priority: High Medium Low

High: Extremely Unsafe, Caused Injury or High Potential To Cause Injury or Structural Building Damage

Medium: Unsafe, Potential to Cause Injury, Equipment Failure

Low: Moving Of Equipment/Furniture, Supply Request

Date of Completion: _____

Work Completed By (ie. Name Of Individual, Business, Contractor, Ect.):



Completed Documentation Received By: _____ on _____