

Franklin County Government
Maintenance/Custodial Work Request

Fax completed form to 931-962-0194 or e-mail to pholt@franklincotn.us

Request Information:

Date of Request: _____
Request Priority: _____
Requesting Party: _____
Department: _____
Work Location: _____
Description of Work: _____

For County Mayor Office Use Only:

Work Order Number: _____
Date Received: _____
Authorized By: _____
Work Assigned To: _____
Comments: _____

For Maintenance Use Only:

Is the cost of completing this request more than \$25?

- Yes
- No

If 'Yes' is checked above, complete the attached requisition.

- Requisition Complete
- No Requisition Required

Comments: _____

Date Work Completed: _____
Requisition and completion signature: _____