

Franklin County Government

Maintenance/Custodial Work Request

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

Request Information:

Date of Request: _____

Request Priority: High-Must be done within 24 hours
 Medium-Within the week
 Low-When you get a chance

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: _____