

**BUILDING MAINTENANCE**  
**WORK ORDER REQUEST**  
EMAIL TO: [building@kenai.city](mailto:building@kenai.city)

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Contact person requesting work: \_\_\_\_\_ Email: \_\_\_\_\_

Please notify Contact person when WO complete:  Yes  No Contact Phone: \_\_\_\_\_

Description and Location of Work:

**TO BE COMPLETED BY BUILDING MAINTENANCE**

**BUILDING MAINTENANCE PROJECT INFORMATION**

Work Order Assignment Number \_\_\_\_\_

Notes:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Hours worked technician: \_\_\_\_\_ PO #: \_\_\_\_\_

Hours worked Admin.: \_\_\_\_\_ Materials Cost: \_\_\_\_\_