

**PORTERVILLE COLLEGE**

**REQUEST FOR MAINTENANCE SERVICE**

Requested by		Date of Request	
Division / Activity		Phone No.	Office Hrs.
Description of Job			
Location:			
Requested completion date			
Budget Number			
Approved:			
Immediate Supervisor's Signature		Dean's Signature	

**MAINTENANCE & OPERATIONS OFFICE USE ONLY**

Date Received	<b>Notes</b>
Estimate: \$	
Estimated Time Req'd.	
Charge to Budget #	
Date Work to Start	
Date Work to be Completed	
Job Assigned to	
Completed by	
Approved by	