***WORK ORDER***
***MAINTENANCE BUILDING AND GROUNDS***

**TO: DEPARTMENT OF PUBLIC WORKS DATE:_____**
**EMAIL TO: bldgsmaintworkorder@inyocounty.us**

**FROM (DEPT.): _____** ☐ **EMERGENCY**

**CONTACT PERSON: _____** ☐ **AS SOON AS POSSIBLE**

**PHONE/EXTENSION #: _____** ☐ **CONTACT THIS DEPT. BEFORE STARTING WORK**

**PLEASE PERFORM THE FOLLOWING MAINTENANCE / REPAIR WORK:**

**BUILDING: _____**
_____
_____
_____
_____

***DO NOT WRITE BELOW THIS LINE. PUBLIC WORKS USE ONLY***

**DATE STARTED: _____ DATE COMPLETED: _____**

**MATERIALS USED:**

_____
_____
_____
_____
_____
_____
_____

**COMMENTS: _____**

Staff only: _____

**HOURS WORKED: _____ WORK DONE BY: _____**
**MAINTENANCE WORKER**