Revised 3/27/2012

FACILITIES MANAGEMENT DIVISION
REQUEST FOR SERVICE
(Non-Routine Maintenance)

DATE: _____ LOCATION OF WORK: _____
(See Note 3)

FROM: _____ BUILDING ID #: _____
(Division)

BUILDING !55w9{{: _____

BY: _____
(Person Authorized to Request Service)

BUILDING /L¢¸: _____

ACCOUNT STRING: _____

CONTACT PERSON: _____ PHONE: _____ FAX: _____

NOTES:

1 Use this form to request service that is NOT routine maintenance. Routine maintenance repairs should be reported by e-mail to facilitieshelpdesk@polk-county.net (for all other County locations) or courthousemaintenance @polk-county.net (for all Downtown Bartow locations) or by phone.

2 Attach any necessary drawings, plans, quotes, etc.

3 Name of location should be taken from the building id list. Call Facilities if unsure of correct building location name.

4 Person signing this request should have signature authority on file with Facilities Management.

DESCRIPTION OF SERVICE REQUESTED

☐ **IS COST ESTIMATE REQUIRED PRIOR TO START OF WORK?**

SIGNATURE: (See Note 4) _____

W/O #: _____

Submit Email