

FACILITIES MANAGEMENT
WORK ORDER REQUEST

Central KY Farms

Internal Use Only

CKF -

REVISED 03/07/14

Date (mm/dd/yy):

Time (hh:mm am/pm):

STATUS (check one)

- New Work Order Request
- Work In Progress
- Work Already Completed
- EMERGENCY**

CONTACT INFORMATION

Employee Name:

Department Name:

Department #:

Email:

Phone:

Fax:

Describe the work in detail:

BUSINESS INFORMATION

Cost Center # (required):

Internal Order (optional):

Assignment Code (optional):

Business Officer Name:

Business Officer Email:

- TYPE OF WORK:**
- (select all that apply)
- Farm Work
 - Heavy Equipment
 - Machinery Repair
 - Equipment/Hauling
 - Other _____

- LOCATION OF WORK:**
- Campus
 - North Farm
 - South Farm
 - LRC (Woodford)
 - LC 4-H/Leadership Ctr.
 - Feltner 4-H
 - North Central 4-H
 - West KY 4-H
 - Other _____

Date Work Should Be Completed (mm/dd/yy):

Internal Use Only

	HOURS	RATE	TOTAL
REGULAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
OVERTIME	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE COMPLETED <input type="text"/>			



Phone: 859-254-1434
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www.ca.uky.edu/fm



Submit Form
to North Farm Staff



Submit Form
to LRC Staff



Print Form