



# Facilities Management Unit

*Ministry of Transportation, Works and Utilities*

## SERVICE REQUISITION FORM

### **GENERAL INFORMATION** (All fields must be completed)

**SERVICE NO.:** \_\_\_\_\_ / \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPT./MINISTRY: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

*Please provide as much information below that may assist the Maintenance Team to attend your requests.*

<b>SERVICE AREA 1</b>		
<b>Work Completed by:</b>		<b>Date:</b>
<b>Min./Dept. Supervisor:</b>		<b>Date:</b>
<b>SERVICE AREA 2</b>		
<b>Work Completed by:</b>		<b>Date:</b>
<b>Min./Dept. Supervisor:</b>		<b>Date:</b>
<b>SERVICE AREA 3</b>		
<b>Work Completed by:</b>		<b>Date:</b>
<b>Min./Dept. Supervisor:</b>		<b>Date:</b>
<b>SERVICE AREA 4</b>		
<b>Work Completed by:</b>		<b>Date:</b>
<b>Min./Dept. Supervisor:</b>		<b>Date:</b>
<b>SERVICE AREA 5</b>		
<b>Work Completed by:</b>		<b>Date:</b>
<b>Min./Dept. Supervisor:</b>		<b>Date:</b>

*I acknowledge that the works listed on this **Service Requisition Form** was checked by me and the job(s) listed were completed to satisfaction based on our service standards.*

Maintenance Supervisor or Foreman: \_\_\_\_\_ Date: \_\_\_\_\_