



# FIX IT Billable Work Order Request Form

Current Date

Contact Name:

Phone #

Building/Location:

Event Start Date:

Event End Date:

Billing Cost Code:

Will this event need Custodial coverage and clean up?  Yes  No

## Fill out comments section describing the needs requested of Facilities:

Once completed, please use the Submit by E-mail button at the top to submit to FIX IT so a Work Order can be issued. You may also print a copy for your records.

Contact FIX IT at (801) 957-3911 or Roger Strate at (801) 957-4033 with any questions or concerns regarding this form.