

Teller County Facilities

Maintenance Request

Department: _____ Supervisors Signature: _____

Date: _____ Requested Time Frame: _____ (NCD) _____

Building: _____

Description of Request:

Work Performed:

Start Date: _____ Completion Date: _____ Hours _____

Business Hours: 7:00 am to 3:30 pm

Business Phone: 687-8812

After Hours Emergencies Pager # 389-5052

Below this line for Facilities use

Priority (1) Life Safety

Priority: ()

Priority (2) Critical System Failure

Priority (3) Affects Workplace Efficiency

Priority (4) All Other Requests

Non-critical work requests will be accomplished as time becomes available. Expect up to an average of 5 days to process.

