



# Stephens County, Georgia

## Building and Grounds Maintenance Request

Stephens County Building and Grounds Maintenance Department has the overall responsibility of all related aspects of maintaining all county owned buildings, equipment housed inside/outside of respective building, construction/remodeling of buildings, and monitoring related building/grounds utilities.

### To be completed by requestor

**Stephens County Department Heads (or designated representative) are required to use this form for all normal maintenance requested on buildings, buildings equipment, and/or grounds. In the event of an emergency situation or computer access is unavailable; it is permissible to call Building and Grounds Maintenance Director (in this event); please submit this form ASAP as a follow-up and record of maintenance activity.**

Date:	
Time:	
Location/Building:	
Department:	
Item:	
Problem Description:	
Work Requested By:	
Department Funds Budgeted:	

### Maintenance Performed

To be completed by maintenance personnel only

Date completed:		
Time In:	Time Out:	Total Time:
Comments:		

Maintenance Signature