



Email the work order request to ppsf@soest.hawaii.edu

WORK ORDER REQUEST

Requester/PI:

Position:

Date:

Phone Number:

Email:

Date Required:

Department:

Job Location:

SERVICE/WORK REQUESTED:

For **EMERGENCY WORK REQUESTS****, please call FACILITIES during regular business hours: x67134

After hours and on weekends, please call CAMPUS SECURITY: x66911

*** Per FMO, Some Typical Emergencies Include: Elevator Malfunctions, Rain Leaks/Flooding, Light Ballast Problems, Power Outages, Exhaust Fan Malfunctions, Fume Hood Malfunctions.*

APPLICABLE ONLY TO BILLABLE REQUESTS (i.e. locks, keys, etc.)

Fiscal Administrator:

FO Code:

Account Number:

Chart Code:

If you have any questions, please email ppsf@soest.hawaii.edu.