



PUBLIC WORKS – FACILITIES

SERVICE REQUEST FORM

This completed form must be emailed to the Facilities Department prior to any service being provided; no other method will be processed (e.g. phone calls), unless it is a maintenance emergency!

Facilities Management
Email **ALL SERVICE REQUESTS TO**
facilitiesmanagement@co.imperial.ca.us
Phone: (442) 265-1823

Date: _____

Department: _____

Account No: _____

Requested By: _____
Phone: _____

Authorizing Supervisor: _____
(Signature)

CEO Approval: _____
(Signature)

❖ **Location** (Site address & name of dept.)

❖ **Work Request Type** (Please be detailed)

Electrical: _____
Air Conditioner/Heater: _____
Plumbing: _____
Structural: _____
Other: _____

Completed By: _____	Date: _____	Dept.: _____	Date: _____
Signature: _____	Signature _____	Signature _____	Signature _____

FM Supervisor Approval: _____

Priority: Urgent Not Urgent