



LENOIR COUNTY MAINTENANCE WORK ORDER REQUEST

(Complete the form entirely)

Date of Request: _____

Department/Agency: _____

Contact Person: _____ Phone#: _____

Contact Person's e-mail: _____

If applicable, office # where repair is needed _____

(It is important that the contact person has viewed the problem if possible)

Select Appropriate Box:

Emergency Maintenance (potential danger to employee or property)

Non-Emergency Maintenance

Preventive Maintenance

Supplies

Custodial Services

Heating/Air Conditioning, Current Temperature _____

Other _____

Description of Work Request:

Authorization for Work Order Request _____

Dept. Mgr./Supervisor

***If the request is an emergency please call (252-939-0391). Otherwise, please email the request to charper@co.lenoir.nc.us. Email requests typically are viewed and assigned in one hour or less.**

Maintenance Office 559-6452

Revision Date: 4/1/16