



**UNIVERSITY OF ALBERTA
FACILITIES AND OPERATIONS**

4th floor, General Services Building
Edmonton, Alberta, T6G 2H1
Telephone: 780.492.4833 / Fax: 780.492.7582
Website: www.facilities.ualberta.ca

Work Requisition

Shaded areas for Internal Use Only

Email form to: iwc@ualberta.ca

Work Order No. _____

Date _____

Department or Faculty _____

Address _____

Email Address _____

Contact (first and last names) _____

Title _____

Telephone Number _____

Where is work to be completed? (building/location/area)

Room Numbers

**An Estimate
is Required**

Estimate
Number

Requested
Start Date

Requested
Close Date

Cost Estimate (internal use)

When is the best time of the day
to have this work completed?

Description of Work (complete drawings on a separate page)

Shop

Phase

Project Manager or Coordinator

Speed Code

Account

Printed Name

Authorized Signature

INTERNAL
USE
ONLY

Trades

Building Services

Operations

Mechanical Utility

Electrical Utility

Grounds Services

Vehicle Pool

Energy Management

Estimate ONLY

Project Management

Design & Tech Services

University Architect

CEAR No.

Pending Job (E16)

Delete
 Modify

Project No.

X-Ref No.

Drawing No.

Design No.

Activity