

**City of Millbrae
Facilities Maintenance Service Repair Request**

REQUESTED MAINTENANCE SERVICE OR REPAIR INFORMATION	
Date Requested: <input style="width: 150px;" type="text"/>	Requesting Department: <input style="width: 150px;" type="text"/>
Person Requesting Service or Repair: <input style="width: 450px;" type="text"/>	
Point of Contact/Phone Number: <input style="width: 450px;" type="text"/>	
DESCRIPTION OF REQUESTED SERVICE OR REPAIR	
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
LOCATION OF WORK TO BE ACCOMPLISHED	
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	
Action: (Check one)	Urgent: <input style="width: 50px;" type="checkbox"/> *Need in less than 2 hours Routine: <input style="width: 50px;" type="checkbox"/>
Desired Completion Date: <input style="width: 150px;" type="text"/>	
PUBLIC WORKS FACILITIES MAINTENANCE SERVICE AND REPAIR DESK	
Person Receiving Request: <input style="width: 150px;" type="text"/>	Date Received: <input style="width: 100px;" type="text"/>
Request Number: <input style="width: 150px;" type="text"/>	
Public Works Superintendent or Superintendent's Representative: <input style="width: 250px;" type="text"/>	
In-house <input style="width: 100px;" type="text"/>	Division: _____
Contractor <input style="width: 100px;" type="text"/>	Name: _____
Other <input style="width: 100px;" type="text"/>	Name: _____
Comments: _____ _____	
Completed By: <input style="width: 200px;" type="text"/>	Date Completed: <input style="width: 100px;" type="text"/>
HISTORICAL TRACKING INFORMATION	
Supplies/Materials: _____	Cost: _____
Labor Hours: _____	Hours: _____
Contractors Costs: _____	Cost: _____
<div style="border-top: 1px solid black; width: 150px; margin-left: auto;"></div> Total Job Cost: 0	