|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACT Property Group**  **Work Order Request Form** | | | | | | | | | | | | | |
| **Priority** |  | **Urgent** | | |  | | **Priority** | | |  | **Normal** |  | |
|  |  | | |  | |  | | |  |  |  | |
|  | Within 4 hours | | |  | | Within 3 days | | |  | Within 14 days |  | |
| **Please note: Urgent is classified as high risk WHS or Security issue only.** | | | | | | | | | | | | | |
|  |  | |  | |  | |  | | |  |  |  | |
| Date Logged: |  | | | | | | Time: | | |  | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Building Asset: |  | | | | | | | | | | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Exact Location/Level: |  | | | | | | | | | | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Client/Department: |  | | | | | | | | | | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Bill To: |  | | | | | | | | | | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Reporting Persons Name: |  | | | | | | Contact Number: | | |  | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Reporters Email Address: |  | | | | | |  | | |  |  | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Onsite Contact Name: |  | | | | | | Contact Number: | | |  | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Building Access Details: |  | | | | | | | | | | | |  |
|  |  | |  | |  | |  | | |  |  |  | |
| Type of work/repair required: |  | Air-conditioning Base Building | | | | | |  | Lighting | | | | |
|  |  | Air-conditioning Supplementary Unit | | | | | |  | Locksmith | | | | |
|  |  | Carpet | | | | | |  | Main Auto Doors | | | | |
|  |  | Cleaning | | | | | |  | Pest Control | | | | |
|  |  | Electrical Repairs | | | | | |  | Plumbing | | | | |
|  |  | Fire Services etc | | | | | |  | Quote/Advice Required | | | | |
|  |  | General Repairs | | | | | |  | Security Systems | | | | |
|  |  | Heating | | | | | |  | Signage | | | | |
|  |  | Horticulture | | | | | |  | Water Leakages | | | | |
|  |  | Lifts | | | | | |  |  | | | | |
|  |  | Other, please specify: | | | |  | | | | | | |  |
|  |  |  | | | |  | | | | | | | |
| Problem/Fault Description: |  | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |
| Is the problem within your area (tenancy): | | | |  | | | | | | | | |  |
| Or is it within core area (base building): | | | |  | | | | | | | | |  |
|  | | | |  | | | | | | | | |  |
| **\*\*\*NOTE: Urgent work orders must be phoned through to our 24 hour Response Centre on (02) 6213 0700.** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please ensure that ALL sections of this form are complete prior to sending to the Response Centre. Email the completed form to [actpg@act.gov.au](mailto:actpg@act.gov.au). | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |