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| **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.  |
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