

Barnwell County Maintenance Work Order

Buildings & Grounds Department

316 Calhoun Street Barnwell, SC 29812

Telephone: (803) 541-1495 Fax: (803) 541-1498 • Website Address: <http://www.barnwellcounty.sc.gov>

Please provide as much information as possible.

Work order submitted by: _____
(First Name) (Last name)

Date: _____

Phone: Work: (_____) _____ Cell: (not required) (_____) _____

Location: _____
(Building Name) (Rm. #)

Work Requested: _____

Give a brief description of work desired: _____

(Maintenance Use Only)

Date work assigned:

Work performed by:

Work performed: _____

Time to complete work: _____ man hours

Date work completed:

Materials used:

Cost of materials:

Equipment used: