

## WORK ORDER INSTRUCTIONS

To expedite your Work Orders, please be sure that all information is provided on the form.

- (1) On the reverse side is a list of building abbreviations and numbers for you to use when filling in the WORK DESCRIPTION. It can also be found in the back cover of the Staff Directory.
- (2) Requisition number must always be indicated and whether it is a specific req. (SP) or a blanket order (BO). If an estimate is requested, you may leave this box blank and provide the funding after you receive the estimate.
- (3) If the work is not to be charged back to your department, you may call the Trouble Number (-4742) and a Trouble Report will be processed if appropriate.
- (4) Keep the pink copy for your records. Send the other copies to "Work Order Center . . . Physical Plant" or hand-deliver to the third floor of the Kenilworth Building.
- (5) Any questions can be answered at 229-4782.

THANK YOU!

### THE UNIVERSITY OF WISCONSIN-MILWAUKEE PHYSICAL PLANT SERVICES SHOPS WORK ORDER

Form UWM-WO1A  
C-S-F/R-S-T-P

PLEASE TYPE

REQUESTING DEPARTMENT:	AUTHORIZATION SIGNATURE:	REQUISITION NO.:	<input type="checkbox"/>	<input type="checkbox"/>
INFORMATION CONTACT:	TELEPHONE:	ROOM NO.:	DATE:	
<b>WORK DESCRIPTION</b>			DO NOT WRITE BELOW THIS LINE	
LOCATION OF WORK: BLDG. NAME _____ BLDG. NO. _____ RM. NO. _____			SHOP CODE:	
			NOTES:	
<b>DO NOT WRITE BELOW THIS LINE</b>				
<input type="checkbox"/> Carpenter Shop - 0 <input type="checkbox"/> Paint Shop - 5 <input type="checkbox"/> Electric Shop - 1 <input type="checkbox"/> Mechanical Shop - 6 <input type="checkbox"/> Grounds/Movers - 2 <input type="checkbox"/> Stores - 9 <input type="checkbox"/> Facilities Repair - 3 <input type="checkbox"/> Design Services <input type="checkbox"/> Preventive Maint. - 4 <input type="checkbox"/> Outside Contractor		TERMINAL ENTRY DATE	OPERATIONS AUTHORIZATION	
		CRAFTSMAN / DATE COMPLETE	SHOP SUPERVISOR / DATE COMPLETE	CLOSING DATE

Please mail to: WORK ORDER CENTER, PHYSICAL PLANT SERVICES.

WORK ORDER CENTER COPY

# BUILDING DIRECTORY

AH 1991	Alumni House 3230 E. Kenwood Blvd.	HP 1915	Heating Plant 3359 N. Downer Avenue
AUP 1933	Architecture & Urban Planning Building 2131 E. Hartford Ave.	JOH 1921	Johnston Hall 2522 E. Hartford
BOL 1983	Bolton Hall 3210 N. Maryland Avenue	KCPE 1917	Klotsche Center for Physical Education 3409 N. Downer Avenue
CHA 1930	Chapman Hall 2310 E. Hartford Avenue	KNW 1914	Kenilworth Building 1925 E. Kenilworth Place
CCC	Civic Center Campus 929 N. Sixth Street	KUN 1977	Kunkle Center 2114 E. Kenwood Blvd.
CHEM 1974	Chemistry Building 3210 N. Cramer Avenue	LAP 1982	Lapham Hall 3209 N. Maryland Avenue
CRT 1957	Curtin Hall 3243 N. Downer Avenue	LIB 1970	Meir Library 2311 E. Hartford Avenue
CUN 1973	Cunningham Hall 1921 E. Hartford Avenue	MEL 1976	Meilencamp Hall 2442 E. Kenwood Blvd.
DN 1952	Downtown North 929 N. Sixth Street	MER 1922	Merril Hall 2512 E. Hartford Avenue
DS 1951	Downtown South 929 N. Sixth Street	MIT 1961	Mitchell Hall 3203 N. Downer Avenue
EB 1966	E. Building 2002 E. Kenwood Blvd.	NHC 1926	Norris Health Center 2430 E. Hartford Avenue
EMS E 1985	Engineering and Mathematical Sciences - East 3200 N. Cramer Street	NTH 1916	North Building 3415 N. Downer Avenue
EMS W 1985	Engineering and Mathematical Sciences - West 3200 N. Cramer Street	PER 1958	Pearse Hall 2513 E. Hartford Avenue
END 1919	Enderis Hall 2400 E. Hartford Avenue	PHY 1984	Physics Building 1900 E. Kenwood Blvd.
ENG 1931	Engelmann Hall 2033 E. Hartford Avenue	PUR 1987	Purin Hall 2600 E. Kenwood Blvd.
FA A 1981A	Fine Arts - Art 2400 E. Kenwood Blvd.	SAB 1923	Sabin Hall 3413 N. Downer Avenue
FA M 1981M	Fine Arts - Music 2400 E. Kenwood Blvd.	SAN C 1937C	Sandburg Commons, Residence Halls 3400 N. Maryland Avenue
FA T 1981T	Fine Arts - Theatre 2400 E. Kenwood Blvd.	SAN W 1937W	Sandburg West 3400 N. Maryland Avenue
GAR 1959	Garland Hall 2441 E. Hartford Avenue	SHP 1992	Shepard House 3107 N. Shepard Avenue
GLRF 1901	Great Lakes Research Facility 600 E. Greenfield Avenue	U 1980	Union 2200 E. Kenwood Blvd.
GRH 1920	Greene Hall 3347 N. Downer Avenue	U E 1980	Union East 2200 E. Kenwood Blvd.
GRM 1918	Greene Museum 3367 N. Downer Avenue	U W 1980	Union West 2200 E. Kenwood Blvd.
HCC 1990	Hefter Conference Center 3270 N. Marietta Avenue	VOG 1963	Vogel Hall 3253 N. Downer Avenue
HLT 1936	Holton Hall 2442 E. Hartford Avenue		