



Project Work Order

Title: Replace Sink Faucet

ID No.: 1234

Start Date: 10/24/2022

GENERAL INFORMATION

Requester: **T. Smith**

Priority: **2 = Standard Priority**

Assignee: **P. Hayes**

Contact: **T.Smith@YourCompany.com**

Requested Completion: **10/28/2022**

Estimated Hours: **2 Hours**

JOB DETAILS

Requesting replacement of third-floor bathroom sink - suite 2A.

- Water shut-off valve located at end-of-hall utility closet.
- New sink located in maintenance/receiving area.
- Please confirm when new sink is operational - and leak tested.

Leave a message if any questions or issues arise.

ADDITIONAL COMMENTS

Please record parts used on inventory sheet.

Please bring old sink to waste container local to Building C.

Created: 10/24/2022

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