

Abbeville County Buildings & Grounds Maintenance

901 W. Greenwood St., Abbeville, SC 29620

email to: rcaldwell@abbevillecountysc.com

& lynn@abbevillecountysc.com

Work Request Form - Please type or print clearly!

Person Requesting: _____

Date and Time of Request: _____

Location of Work Needed: _____

Person requesting work must be responsible for information in relation to the problem being addressed. One problem per written request. If you have an emergency call Randy Caldwell at 378-3365.

Problem/Task: _____

This is a work order request only. This does not represent an immediate response. Requests will be handled in order of their importance.

REMEMBER ONLY ONE REQUEST PER PROBLEM!!!

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY. THANK YOU

Work Performed: _____

Material Used: _____

Work Completed By: _____

Date: _____

Time Taken: _____