

Work Order Request

Harbor Point Facilities | Form FM-12

WO-2026-0418

Requester

FULL NAME

Dana Reyes

DEPARTMENT

Facilities

EMAIL

dana.reyes@example.test

PHONE

(555) 010-2231

Job details

SITE

Building B - North parking lot

NEEDED BY

Oct 18, 2026

DESCRIPTION

Six light poles in rows 3-5 are out. Staff report the area is dark after 6pm.

PRIORITY

☐

Low

☐

Normal

☒

High

☐

Emergency

Approval

APPROVED BY

Sam Whitaker

ESTIMATED COST

\$1,850.00

SAFETY CHECKS

☒

Area coned off

☒

Power isolated

☐

Lift inspected

SIGNATURE

DATE