

Work Order Request Form

Customer: _____

Date: _____

Property Address: _____

Contact#: _____

Hallway & Open Area - Details



Walls:

Flooring:

Ceilings:

Electrical Devices:

Electrical Switches:

Electrical Outlets:

Overhead lighting:

Ceiling Fans:

Bench or sofa:

Staircase:

Misc:

Misc:

Misc:

Attic & Basement - Details



Moisture Removal:

Mold Removal:

Walls:

Floors:

Ceilings:

HVAC Systems:

Thermostat:

Vents:

Radiators:

Infestations:

Misc:

Misc:

Misc:

Misc:

Misc:

Plumbing & Electrical - Details



Faucets:			
Drainage in each Basin:			
Fixtures:			
Switches:			
Electrical Outlets:			
Doorbell:			
Additional Wiring:			
Additional Plumbing:			
Main Plumbing line:			
Fuse Box upgrade:			
Misc:			
Misc:			
Misc:			
Misc:			
Misc:			

Windows & Doors - Details



Window replacements:

Window glass replacements:

Window locks:

Window hinges:

Window installation:

Screen replacements:

Door replacements:

Door glass replacements:

Door locks:

Door hinges:

Door latches:

Door stoppers:

Door installation:

Misc:

Misc:

Living Room & Dining Room - Details



Walls:			
Floors:			
Ceilings:			
Overhead lighting:			
Ceiling Fans:			
Living room sofa:			
Living room recliners:			
Living room end tables:			
Living room chairs:			
Living room electrical devices:			
Living room switches:			
Living room entertainment:			
Dining Room table set:			
Dining Room Shelves & Cabinets:			
Misc:			

Kitchen - Details



Walls:			
Floors:			
Ceilings:			
Cabinetry:			
Countertops:			
Drawers:			
Conventional Stove:			
Refrigerator:			
Dishwasher:			
Microwave:			
Island installation:			
Kitchen Table set:			
Misc:			
Misc:			
Misc:			

Bathroom - Details



Shower:			
Tub:			
Jacuzzi:			
Drainage repair:			
Toilet:			
Sink:			
Cabinets:			
Closets:			
Flooring:			
Walls:			
Ceilings:			
Light Fixtures:			
Misc:			
Misc:			
Misc:			

Bedroom - Details



Walls:

Empty rows for wall details

Flooring:

Empty rows for flooring details

Ceilings:

Empty rows for ceiling details

Closets:

Empty rows for closet details

Closet doors:

Empty rows for closet door details

Bedroom doors:

Empty rows for bedroom door details

Bedroom sets:

Empty rows for bedroom set details

Overhead lighting:

Empty rows for overhead lighting details

Ceiling Fans:

Empty rows for ceiling fan details

Electrical Devices:

Empty rows for electrical device details

Electrical Switches:

Empty rows for electrical switch details

Electrical Outlets:

Empty rows for electrical outlet details

Bedroom windows:

Empty rows for bedroom window details

Misc:

Empty rows for miscellaneous details

Misc:

Empty rows for miscellaneous details

Empty rows for miscellaneous details

Exterior - Details



Siding:			
Bricks:			
Gutters:			
Downspouts:			
Drainage:			
Sidewalks:			
Porch:			
Patio:			
Landscape:			
Spa:			
Inground Pool installation:			
Above ground pool installation:			
Gazebo:			
Driveway:			
Steps:			

