

# Laramie County

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Building Maintenance Department Maintenance Requisition

Date: \_\_\_\_\_

## Description of Problem

Building: \_\_\_\_\_

Form Submitted By: \_\_\_\_\_

Details:

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## Action Taken

Maintenance Tech: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Action Taken:

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*Dept. Signature upon completion:*

Maintenance Mgr. Acknowledgement:

\_\_\_\_\_

\_\_\_\_\_

Form must be signed and submitted to County Maintenance Department either through County Mail Service OR Electronically Attached Email:

To: [jsmallwood@laramiecounty.com](mailto:jsmallwood@laramiecounty.com)

Cc: [jpribble@laramiecounty.com](mailto:jpribble@laramiecounty.com)