



OFFICE OF STUDENT LIFE

**MAINTENANCE & OPERATIONS
43-500 MONTEREY AVENUE
PALM DESERT, CA 92260**

WORK ORDER

Club/Organization/Department: _____

Requested by: _____

Phone Number: _____ Email: _____

DESCRIPTION OR DRAWING OF WORK TO BE DONE:

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Building: _____ Room: _____

Set up Time: _____ Teardown Time: _____

Equipment Requested:

Layout/Diagram (Please Attached)

Requestor Signature: _____

Club Advisor Signature: _____

Director of Student Life: _____

Director of Maintenance & Operation: _____