



Kickapoo Traditional Tribe of Texas Kickapoo Housing Authority

Department Work Order

The Housing Authority is only providing welding services to other departments.

Requestor Name: _____ Date: _____

Department: _____ Contact Information: _____

Welding Services

Description of Issue:

Provide a detailed description of the welding issue that needs to be addressed. Include specifics such as location, nature of the problem (e.g., types of materials, structural concerns), and any relevant details.

Welding Request Information:

What is being welded?

Where is it located?

Material Responsibility:

The requesting department acknowledges that all materials necessary for the welding service will be the financial responsibility of the department. A comprehensive list of required materials will be provided by the assigned housing welder. The requesting department must procure these materials prior to the commencement of welding services. The welder will not initiate work until all materials have been supplied and their current project(s) is completed.

The requesting department further acknowledges that they will be assigned whichever welder is available at the time of service. Should the assigned welder determine that the project poses safety concerns or presents a hazardous situation. If and when a welder is uncomfortable with a work order, the welder should address concerns with upper management before discontinuing work.

Requestor Signature: _____ Date: _____