# Kickapoo Tribe of Texas

2212 Rosita Valley Rd.
Eagle Pass, TX 78852
Tel# (830) 773-2105 Fax# (830) 757-3036

## Maintenance Work Order Request

**TO PLACE WORK ORDER REQUEST PLEASE email or call to:**
**(830) 421-5456 or Maintenance@ktttribe.org**

| | | | |
|---|---|---|---|
| **Requestor:** | | **Date:** | |
| **Department** | | **Contact Number** | |

| ☐ **Landscape Assistance** | ☐ **Department Event Assistance** | ☐ **Tables and Chairs Request** |
|---|---|---|
| ☐ Trim Trees | ☐ Set Up | _____ Quantity of tables |
| ☐ Lawn Maintenance | ☐ Clean Up | _____ Quantity of chairs |
| ☐ Gardening Assistance | ☐ Assistance Serving | Location: |
| ☐ Residence Pressure Wash | ☐ Tin Barrels | Date Needed: |
| ☐ Trimming Edges | OTHER | Return Date: |

Explain:

## MECHANIC WORK ORDER REQUEST

| | | |
|---|---|---|
| ☐ Model | ☐ Make | ☐ Year |
| ☐ Weed Eater | ☐ Pole Saw | |
| ☐ Blower | ☐ Chain Saw | |
| ☐ Other | ☐ Ride on Mowers | |

Explain:

## FOR MAINTENANCE DEPARTMENT USE ONLY

| | |
|---|---|
| Date Assigned: | Date Completed: |

**DESCRIPTION OF WORK COMPLETED**

| | |
|---|---|
| | |

Maintenance Crew Assigned

Supervisor Signature