



South Eastern University of Sri Lanka

WORKS ORDER

Date:.....

Works Engineer
Works & Maintenance Department

Please tick (✓) here which type of work

Electrical	<input type="checkbox"/>	Carpentry / Masonry	<input type="checkbox"/>
Water Supply & Plumbing	<input type="checkbox"/>	Others (Specify):	<input type="checkbox"/>

Please Note that lodge your complaint in separate sheet as Electrical / Water Supply & Plumbing/ Carpentry / Masonry and others(specify) at the above tick box

Requisition of Maintenance / Repair and Improvement Works.

Department:

Work to be performed/Complain:.....

.....
.....

Requested By :..... Recommended HOD :.....

Name :..... Name :.....

Mobile No :..... Mobile No :.....

Forward to:..... Works Order No:

Please attend to above work deploying relevant personnel and appropriate materials / tools and report me after completion.

Date:
Works Engineer/Works Superintendent

Above works is successfully completed. Under mentioned components were fixed to complete to work (if any):.....

.....
.....

Date:.....
Signature of officer assigned the work

Works Engineer

Above work/service is successfully completed/ not completed, and now it is usable/ unusable condition.

Date:.....
Signature of Requested HOD