



SHELBY COUNTY

DEPARTMENT OF FACILITIES AND GENERAL SERVICES

280 McDow Road
COLUMBIANA, AL 35051
(205) 670-6461
www.ShelbyAL.com

11-5-2020

MEMORANDUM

TO: All County Departments or County Building Tenants

FROM: Trey Gauntt, PE
Manager of Facilities and General Services

RE: Building and Grounds Work Order Request

To ensure all building and grounds work order request are addressed as soon as possible please use the information below when submitting request.

Please send an email to the work order system address that has been provided to you and include the following information:

- Building name, Park Name or Site Name
- Location in building or location on site
- Description of problem or request
- Contact person with knowledge regarding request in case additional details are needed
- Any additional detailed information pertaining to the request that are available

Example 1:

- Administration Building
- Middle hallway women's restroom
- Toilet in the 2nd stall is continuously running
- Jane Doe – 205-000-0000
- This toilet has done this occasionally for the last several weeks

Example 2:

- Butch Ellis Building
- Office 211
- Move 13 boxes to the Facilities Warehouse storage
- Jane Doe – 205-000-0000
- A list of box numbers and contents has been sent to the facilities office

Thank you for your assistance. If you have any questions please call 205-670-6461.