

College of Agriculture, Agricultural Research and Education
Center (AREC) Field & Greenhouse Work Order Request Form

1. Requester Information:

- **Name:** _____
- **Department/Unit:** _____
- **Email:** _____
- **Phone:** _____

2. Project Information:

- **Project Title:** _____
- **Project ID (if applicable):** _____
- **Funding Source:** _____

3. Work Order Details:

- **Field Plot Preparation:**
 - **Location (Field/Plot Number):** _____
 - **Specific Tasks Requested:**
 - ☐ Tilling
 - ☐ No tillage
 - ☐ Herbicide Application (Specify: source, form, rate and application method)
 - ☐ Other (Specify): _____
 - **Area (acres/square feet):** _____
 - **Planting Date (if applicable):** _____
 - **Special Instructions:** _____
- **Greenhouse Environment Control:**
 - **Greenhouse Location/Unit:** _____
 - **Crop/Plant Species:** _____
 - **Requested Environmental Parameters:**
 - **Temperature (Day/Night):** _____ °F/ °C
 - **Light Duration (Photoperiod):** _____

- **Shade Cloth:** *Covered / Uncovered*
- **Other (Specify):** _____
- **Special Instructions:** _____
- **Routine Maintenance/Support:**
 - **Location (Field/Greenhouse/Lab/Other):** _____
 - **Specific Task Requested:**
 - ☐ Equipment Repair/Maintenance (Specify): _____
 - ☐ General Labor Assistance
 - ☐ Other (Specify): _____
 - **Detailed Description of Task:** _____
 - **Special Instructions:** _____

5. Requested Completion Timeline & Urgency:

- **Target Completion Date:** *[10 business days from submission & subject to weather condition]*
- **Urgency Level:**
 - ☐ High (Please justify below)
 - ☐ Medium
 - ☐ Low
- **Note* Justification for High Urgency:** _____

6. Other requests:

- **Vehicle use:** Complete vehicle request form and submit
- **Lab space (Building # 1525):** Start date: _____ End date: _____
- **Drying-Oven use:**
 - Number of ovens required: _____
 - Start date: _____ End date: _____

7. Additional Information/Comments:
