

# Telecom Work Order Change Form

Lucas County Telecommunications  
One Government Center, Suite 480  
Toledo, Ohio 43604  
Phone: 419-213-2130  
Email: [TelecomHelpDesk@co.lucas.oh.us](mailto:TelecomHelpDesk@co.lucas.oh.us)

Date	_____	Building	_____
Address	_____	Department	_____
Contact Name	_____	Contact #	_____
Department #	_____	Account #	_____
Fund #	_____	Project #	_____

Addition of a New Phone Line

Move (Change Location)

Deletion of an Existing Phone

Programming Change

Line Name Change

Repair

Password Reset

Billing Change (Dept./Div.)\*

*\*Email to Bryan Miller also*

## Further Description of Work Requested (If Applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wiring Required:  Yes  No  Not Sure

Phone Type:  M2008 (8 Button)  M2616 (16 Button)

Requested Due Date \_\_\_\_\_

**\*Please Note: Telecommunications requires 7 business days to complete all work orders.**

### Official Use Only

DN	_____	Site Code	_____
TN	_____	Work Order #	_____
CPND	_____	Locator ID	_____
Department	_____	Date Completed	_____