



MAINTENANCE WORK REQUEST

EMPLOYEE MAKING REQUEST: _____

DATE: _____

LOCATION OF MAINTENANCE PROBLEM: _____

(be specific as to the classroom, outdoor area, furnace, etc.)

DESCRIBE NEEDED REPAIR OR PROBLEM: _____

Be specific in your description to help the maintenance man know the nature of the problem in order for him to bring the right tools the first trip. Don't tell the custodian and maintenance man of your problem in the hall or lunch table, fill out the necessary forms and work will go more smoothly.

SIGNATURE OF BUILDING PRINCIPAL