



Clymer Central School

Building Maintenance Request Form

Email Request to : Building@Clymercsd.org

Date of Request

Room /Location

Person making request

Priority

Priorities:

1. Emergency, must be done ASAP
2. Needs to be done today
3. Perform as time and funds are available

Requested Maintenance

To be completed by maintenance department.

Checked \ Repaired by/Purchase Order #: