

Beresford School District #61-2  
Maintenance Request Form

Location:       North Campus       South Campus

Date of Request: \_\_\_\_\_

Priority:               Standard       High Priority       Emergency

Room # or Classroom/Area: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Requested Work:

\_\_\_\_\_  
Signature of Building Principal

Custodian Assigned Task: \_\_\_\_\_ Date for Task Completion: \_\_\_\_\_

Date Work Completed: \_\_\_\_\_ Signature of Custodian: \_\_\_\_\_

This form should first be submitted to the building principal for approval and signature. The form will then be send to Jim Kribell, who will track the maintenance request in an Excel spreadsheet and will assign the maintenance task to one of the custodians; and set the date for task completion. Each building custodian will maintain a binder with maintenance and work orders, and then date and sign off on the work order. A copy of the completed work order will be immediately sent back to Jim Kribell when completed.