

MAINE SCHOOL ADMINISTRATIVE DISTRICT #37

WORK ORDER FOR SCHOOL REPAIRS

Please keep a copy and send original to the central office.

SCHOOL NAME:

DATE WORK ORDER FILED:

PERSON FILING WORK ORDER:

BUILDING PRINCIPAL'S SIGNATURE:

Please describe the nature of the work to be performed:

This work order will be prioritized by the superintendent and director of maintenance. You will be notified within a short period of time as to the expected timeframe your request will receive attention (unless project is of an emergency nature).

Should you have questions, please call the office at 483-2734 or the maintenance director's cell phone at 598-7487.

DATE WORK ORDER COMPLETED: _____