VALLIANT PUBLIC SCHOOLS WORK ORDER

Maintenance ☐ Technology ☐

Approved by: _____

Date Approved: _____

Emergency Work Order	YES	NO	N/A
Authorized by (Director or Principal) Signature:			

Date Submitted: _____

Submitted by: _____

Date Completed: _____

Completed by: _____

Name of Contact Person _____

Contact Phone Number _____

Contact E-mail Address _____

Site	Location
Administration Building	
Auditorium	
Baseball Concession	
Baseball Hitting Facility	
Bus Barn	
Cafeteria	
Elementary	
Elementary Safe Room	
FFA Building	
FFA Greenhouse	
Football Concession	
Football Field House	
Gym Locker Rooms	
High School	
High School Gym Concession	
High School Safe Room	
HS Gym	
HS Gym Lobby	
Media Center	
Middle School	
Middle School Safe Room	
Rock Gym	
Scroggins Conference	
Softball Concession	
Softball Hitting Facility	
Other:	

Type of Problem	✓
Air Conditioning	
Heating	
Water Leak	
Roof Leak	
Lights	
Paint	
Electrical	
Door(s)	
Flooring	
Other	

Answer the questions below by circling the best answer:

Does this issue involve student safety?

YES NO N/A

Does this issue prevent effective instruction?

YES NO N/A

Was supervisor notified?

YES NO N/A

When did problem or need arise? (Approximate date)

DATE: _____

Description of Problem(s) or Need(s)

Maintenance / Technology Use Only

Materials needed	Cost	Notes about work required: