

Regional School Unit #19 Work Order Form

Instructions:

1. Complete Form
2. E-mail to a Custodian, your building secretary or your building Principal

****Work Orders must come from either a principal, principal's secretary or a custodian for them to be scheduled. This will ensure another person at your facility knows about the issue, in the event you cannot be reached if there are questions.

Completed work orders are filed with the Facilities Director by school.

Date of Request

Requested By

Building

Location/Room #

**** Room # Required if Applicable

Description of Necessary Work or Repairs

Custodian Building Secretary Building Principal

Do not write below this line

Date Approved & Distributed

Estimated Cost to RSU #19

Facilities Director Signature

Complete

Must be placed on list for budget