



THIS SECTION COMPLETED BY SCHOOL

School Name _____

School Phone Number _____

Person Making Request _____

Request Date _____

Request Time _____

Work Type: Plumbing Electrical Carpentry Other: _____

Description of Problem / Request

MAINTENANCE ASSIGNMENT & COMPLETION

Maintenance Employee Assigned _____

Date Assigned _____

Requisition / PO # _____

Sign-In Time _____

Sign-Out Time _____

Completion Date _____

Work Completed By _____

Date _____

Principal's Signature _____

Date _____

Notes / Work Performed

THIS SECTION COMPLETED BY ASSIGNED DESIGNEE

Packing Slip / Receiving Ticket Signed and Attached Yes No N/A

Invoice Signed and Attached Yes No N/A

Assigned Designee Initials _____

Date _____