

WISCONSIN RAPIDS SCHOOLS SERVICE/MAINTENANCE WORK REQUEST/ORDER

Fill out this request for all Maintenance or Service other than absolute emergencies which may be phoned in and confirmed immediately on this form. Retain pink copy for your files and send all remaining copies to the Buildings and Grounds Office, 2510 Industrial Street.

BUILDING _____ REQUESTED BY _____
 APPROVED BY _____ WHO TO SEE _____
 DATE _____ DATE REQUIRED _____ EMERGENCY ____ ROUTINE ____ VANDALISM ____

Room No. _____ Teacher's Name _____

REQUESTOR

Area Other Than Classrooms (gym - cafe - corridor - lockers - locker room - office - washrooms (girls) (boys) - Other
 (Specify) _____
 Which part of Building (new part - old part - 1st floor - 2nd floor - 3rd floor - north - south - east - west - yr of const.) _____
 - Other (Specify) _____

Description of Work Requested (Please use separate sheet for each project) Attach more information of instructions if necessary:

===== **DO NOT WRITE BELOW THIS LINE** =====

REVIEWED/APPROVED _____ ACCT. CODE _____
DATE NAME

ASSIGNED TO _____ ESTIMATED _____
 MATERIALS USED AND WORKMAN'S COMMENTS: _____ HOURS _____
 ACTUAL _____

Completed _____ Date _____ Completed By: _____

NO
