**Sacramento City Unified School District**

**Maintenance Use Only**

**Work Order Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Work Order Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Estimate Request**

**Date to Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Refer to Planning & Construction**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilities / Maintenance Department**

WORK ORDER / ESTIMATE REQUEST FORM

[ ]  Regular Maintenance [ ] Capital Improvement [ ]  Chargeable Cost

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name      | Site Code      | Bldg.      | Room      | Date     /     /      |
| Requested by:      | Site Administrator Signature: |
| Charge to:     /     /     /     /     /     /     /     /     /          /     /     /     /     /     /     /     /     /      |
| Description:      |

**SEND FORM TO FACILITIES / MAINTENANCE DEPARTMENT BOX 0822**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITES / MAINTENANCE & BUDGET USE ONLY**

**Trade Shop**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AC/HT | AS | CA | EL | ET | GZ | LA | PB | PL |
|  |  |  |  |  |  |  |  |  |
| Date Estimate Received: | Date to Budget: | Maintenance Approval: |
| Total Estimate Cost: | Budget Approval: | Budget Approved Date: |