

Maintenance Request Form

South Campus

Location:

North Campus

Date of Request:

Priority:

Standard

High Priorty

Emergency

Room # or Classroom/Area:

Name of Requestor:

Phone #:

Description of Requested Work:

Signature of Building Principal

Custodian Assigned Task:

Date for Task Completion:

Date Work Completed:

Signature of Custodian:

This form should first be submitted to the building principal for approval and signature.

The form will

then be send to Jim Kribell, who will track the maintenance request in an Excel spreadsheet and will

assign the maintenance task to one of the custodians; and set the date for task completion. Each building custodian will maintain a binder with maintenance and work orders, and then date and sign off on the work order. A copy of the completed work order will be immediately sent back to Jim Kribell when completed.