

FARMERSVILLE UNIFIED SCHOOL DISTRICT

Maintenance Work Order

To be used when room repairs are needed or moving furniture or equipment. Fill out and give to principal or immediate supervisor for his/her approval. He/she will send to central office for assignment.

NOTE: All work orders which require set-up for events that take more work than the on-site custodian can handle must be sent in two weeks in advance. All repair orders will be handled in a priority manner district wide. Please note this form is for maintenance repair, not for new projects needed at sites. A special request must be made for items to be built or purchased for classes, grounds, buildings, etc. Routine maintenance budget cannot fund these projects.

Employee making request _____ Date _____

Administrators Signature _____ Date _____

- District Office Hester School Snowden School Jr. High School
 High School Deep Creek Freedom School

Room Number _____ Area of Room _____

Date/Location of Event _____ Specify time event must be ready by

Were all parties concerned notified of this event? ----- Yes No

Director of M.O.T. _____ Date _____

Describe in detail work to be done, location, etc. _____

FOR PERSON DOING WORK:

Immediately upon completion of assignment, complete the lower portion of this form and give to Director of Maintenance, Operations and Transportation.

Date work completed _____ Estimated time _____

Materials used or estimated cost of materials _____

Comments:

Signature (Employee completing work)