CITY OF BAKER SCHOOL SYSTEM WORK ORDER REQUEST

This form must be completed for all Maintenance requests and/or repairs. <u>Please submit a separate form for each request</u>.

| Date: | Re | equest: | Urgent | Routine |
|---|----------------------|---------------|-----------|----------|
| Name of School: | | | | |
| Location of Problem Area: | | | | |
| Building/I | Room Number | | | |
| Provide a detailed description of requ | est: | | | |
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| | | | | |
| Requested by: | | | | |
| | | | ate: | |
| Approved by: Principal/Manager | | Δ. | | |
| For Suppor | rt Services Use Only | | | |
| Assigned to: | Work O | Work Order #: | | |
| School Custodian Services | Technology | El | ectrician | |
| Grounds Maintenance | Plumber Locksmith | M | aintenand | ce Staff |
| Johnson Control Other | | | | |
| Annuoved by | Dotor | | | |
| Approved by: Director of Support Service | ices | | | |
| Completed by: | Da | nte: | | |
| Date Mailed to Principal/Manager | | | | |

Revised: 5/22/2006