



WORK ORDER
REQUEST FOR REPAIRS

CHECK BUILDING WHERE REPAIRS OR MAINTENANCE IS NEEDED:

- LaSalle
- Homewood
- Parkview
- Litchfield

If you have repair work or maintenance needs in your school or classroom, please complete this form and give it to your building principal. Include only one request per form.

PERSON MAKING REQUEST _____ DATE _____

Description of work needed: _____

Principal's Signature _____ Date _____

FORWARD TO THE CENTRAL OFFICE FOR PROCESSING. DO NOT WRITE IN THE AREA BELOW.

Superintendent's Signature _____ Date _____

Assigned to _____ Date Assigned _____

Action Taken: _____

Time required to complete _____ Signature _____

Analysis _____

Parts needed _____

Parts Vendor _____