



Maintenance Request

Instructions:

1. Complete all fields
2. Obtain administrator signature
3. Submit to Ann Prohodski, Finance Department

Employee Use:

Date: _____

Requestor: _____

Building: _____

Room/Location: _____

Describe Job Needed:

Priority Level:

Please check one

- _____ High Priority (involves a safety issue)
 _____ Important but not a safety issue
 _____ Routine

Date Needed By: _____

Please list any time restrictions:

E.g. must be done after school hours

Administrator Approval:

Program Administrator

Date

Administrator of Finance and Operations

Date

Office Use Only

_____ Date Received
 _____ Copy for Maintenance File
 _____ Copy for Joseph Ellis

Comments: