

# Work Order

District Facilities Maintenance

REQUESTER	
<b>Requested By:</b>	<b>Date:</b>
<b>Building:</b>	<input type="checkbox"/> High School <input type="checkbox"/> S.S. Palmer <input type="checkbox"/> Parkside <input type="checkbox"/> Field House <input type="checkbox"/> Jr. High School <input type="checkbox"/> Towamensing <input type="checkbox"/> Central Admin <input type="checkbox"/> Other:
<b>Room:</b>	<b>Exact Location:</b>
<b>Description of Work Requested:</b> (list only ONE item per form)	
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<b>Submit form to the District Facilities Secretary.</b>	

DISTRICT OFFICE		
<b>Priority:</b>	<input type="checkbox"/> Immediate <input type="checkbox"/> ASAP <input type="checkbox"/> Schedule	<b>Assigned to:</b>
		<input type="checkbox"/> Maintenance <input type="checkbox"/> Grounds <input type="checkbox"/> Custodian
<b>Work Order #</b>	<b>Director of District Facilities:</b>	<b>Date:</b>

WORK COMPLETION	
<b>Classification(s):</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Carpentry <input type="checkbox"/> Boiler/HVAC <input type="checkbox"/> Mechanical <input type="checkbox"/> Fields/Grounds <input type="checkbox"/> Glass/Window <input type="checkbox"/> Paint/Drywall <input type="checkbox"/> General Maint. <input type="checkbox"/> Delivery/Transport <input type="checkbox"/> _____	<b>Time Involved (round off time to ¼ hour):</b>
	<b>Resolution (also include any problems encountered):</b>
<b>Date Completed:</b>	<b>Employee Signature:</b>

Return form to District Facilities Director promptly upon completing Work Order.