



Maintenance Request

From: _____

Date: _____ Time: _____

Room Number or Area: _____

<input type="checkbox"/> Main School Building	<input type="checkbox"/> McCullough Center
<input type="checkbox"/> Portables	<input type="checkbox"/> School Grounds

Priority:

- Emergency (hazardous to students/faculty)
- Important (non-hazardous)
- Preventative Maintenance

Please briefly describe items or areas in need of maintenance services.

Please turn this form into the main office.

FOR OFFICE USE ONLY

- Principal Approval
- Copy sent to Facilities Director
- Copy sent to Worker/Helper - If known
name _____
- Additional comments _____
- Date Completed _____

Please Keep Original Copy in the Main Office