

SY' 2020-2021

DISTRICT WIDE BUILDINGS WORK ORDER REQUEST

**WORK
ORDER#**

**Request
Type:**

- ☐ K6 ☐ 7th & 8th (JH) ☐ HS
☐ Residential ☐ Admin. Bldg. ☐ Facility



Date of Request:

Name:

Location/Room:

Phone Number:

Describe your work order request:

DO NOT WRITE BELOW – FACILITY MANAGEMENT DEPARTMENT ONLY

Received By:

Date Received:

Work Order Assigned to:

Describe your completed work:

Materials Used:

Estimate (Cost of Materials):

Labor Hours:

MW's

Signature/Date:

Requestor's

Signature/Date: