

REGIONAL SCHOOL UNIT #20

Part A: (To be filled out by staff and put in Custodial Staff mailbox.)

REQUEST FOR REPAIR/MAINTENANCE

Room # _____ Date _____

Person Requesting Work to be Done: _____

Repair or Maintenance Needed: _____

Part B: (To be filled out by Custodian or Maintenance Personnel and put in the Principal's mailbox)

REPAIR/MAINTENANCE STATUS & ASSIGNMENT

From: _____
Head Custodian/Maintenance Personnel

Date: _____

This repair request has been assigned to _____

and the work will be completed by _____
Date

Part C: (to be filled out by person completing work)

WORK COMPLETION REPORT

The requested work was completed by _____.

Date work completed _____

The requested work was not completed for the following reason _____

Please return this completed form to the building Principal.