

Coarsegold Union School District
Work Order Request

Date Submitted: _____

Location of work to be done: _____

Precise description of work the requested: _____

Principal's Approval : _____ Date Received by Maintenance: _____

Input/notes from Maintenance:

Work completed on (date) _____

Work completed by _____

Work accepted by _____

(Original person requesting the work)

Please return the completed request to the Principal's office for filing.

Procedure

1. Work order requests are submitted to the Principal for approval.
2. Work order is then forwarded to John McMillen for input and project management.
3. Task is performed.
4. Maintenance staff signs completed work order and returns it to the person who requested the work.
5. Person requesting the work, signs the form and forwards it to the Principal for final approval.
6. Completed work requests are saved in the school office.