

NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT

WORK REQUEST

SCHOOL: \_\_\_\_\_ LOCATION: \_\_\_\_\_

WORK NEEDED: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL/ADMINISTRATOR

APPROVED

REJECTED. REASON: \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR OF FACILITIES

\_\_\_\_\_  
DATE

REQUESTER'S PRIORITY: \_\_\_\_\_

PRIORITY ASSIGNED BY DIRECTOR OF FACILITIES: \_\_\_\_\_

PRIORITY SCHEDULE:

1. **Critical** need; major damage, safety hazard or security problem within 24 hours.
2. **Major** need; significant damage, safety hazard or security problem within 72 hours.
3. **Minor** need; work should be done within two weeks.
4. **Routine** need; work can be done as time permits.

WORK ORDER NO: \_\_\_\_\_ PLANNED COMPLETION DATE: \_\_\_\_\_

DATE WORK STARTED: \_\_\_\_\_ BY: \_\_\_\_\_

MAINTENANCE STAFF

DATE WORK COMPLETED: \_\_\_\_\_ BY: \_\_\_\_\_

MAINTENANCE STAFF

DISPOSITION OF COPIES:

*WHITE* ~ DIRECTOR OF FACILITIES

*YELLOW* ~ ORIGINATOR (RETURNED WITH PRIORITY NUMBER ASSIGNED BY DIRECTOR OF FACILITIES)

*PINK* ~ MAINTENANCE STAFF (ACTION)

*GOLDENROD* ~ MAINTENANCE STAFF (TO BE RETURNED TO DIRECTOR OF FACILITIES AFTER COMPLETION OF WORK)