

LANETT CITY SCHOOLS  
MAINTENANCE SERVICE REQUISITION

SCHOOL HS JR ELEM BOE Rm/Teacher/Area \_\_\_\_\_  
(CIRCLE ONE)

REPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Problem and Description:

Lights \_\_\_\_\_

Plumbing \_\_\_\_\_

Broken Window \_\_\_\_\_

Heat or Air (Circle One) \_\_\_\_\_

Locks \_\_\_\_\_

Electrical \_\_\_\_\_

Hang Boards \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Supervisor

Principal

Date Received \_\_\_\_\_

Date Repaired \_\_\_\_\_

Signature \_\_\_\_\_

Date Checked \_\_\_\_\_

Signature \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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