

# FRAZIER SCHOOL DISTRICT

## Repair Request

This form is to be used for requesting repairs for building facilities, fixed equipment, or furniture. It is not to be used to request repairs for instructional equipment.

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE BUILDING ADMINISTRATOR**

School \_\_\_\_\_ Room \_\_\_\_\_

Item \_\_\_\_\_

Describe Repairs Requested

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Date Submitted \_\_\_\_\_ Signed \_\_\_\_\_

Comments (Building Administrator)

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Date \_\_\_\_\_ Signed \_\_\_\_\_

Completed forms will then be forwarded **to the Maintenance Supervisor**, with any comments pertinent to the requested repair(s).

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## MAINTENANCE DEPARTMENT

Date Completed \_\_\_\_\_

Signature \_\_\_\_\_

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

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