

PICKENS COUNTY BOARD OF EDUCATION

MAINTENANCE DEPARTMENT

Work Order Request

(Please Type)

Routine Work Request Child Nutrition Program Emergency: Yes No

School _____ Date Requested: _____

Check Type of Work Requested (one category per work order):

- Air Conditioning/Refrigeration/Heating
- Carpentry
- Carpet Tile
- Delivery
- Electrical
- Glass Repair/Door/Locks
- Painting
- Plumbing
- Roof Repair - Main Building Portable Building
- Secure Building
- Other _____

Description of Work Requested and Location _____

By Completing this work order you are requesting technical assistance with a service/repair problem for which your school personnel cannot perform.

Authorized Signature _____

Central Office Use Only

Date Order Received _____ Work Order Number _____

Unit Assigned _____ Time _____

Purchase Order Number _____ Price _____

Time: Arrive _____ Leave _____ Signature _____

Repairs Made By _____

Repairs Completed: Yes Date Completed _____
 No Reason Work Not Completed _____

Total Hours _____

Maintenance Employee

Maintenance Supervisor