

EDWIN O. SMITH/REGIONAL DIST. #19
Maintenance/Custodial Request Form

1. Maint./Cust. Work/Repair Order Requesting Services.
To be forwarded to Director of Bldg. & Grounds for review.

Requested _____ Dept _____

Date Requested _____ Room _____ Phone Ext _____

2. To be completed by Director of Bldg. & Grounds and forwarded to
Maint/Cust for work to be done.

Priority for completion 1 2 3 4

Comment _____

Supervisor signature _____ Date _____

3. To be completed by Maint/Tech or Custodian doing work.

Request completed by _____ Date _____

4. Materials used _____

5. Materials Cost _____

6. Labor/Start time _____ Stop time _____ Total hrs _____