



MAINTENANCE REQUEST

Request Date: _____ Requested By: _____

What repair is needed? _____

Specific Location(s): _____

Estimated Repair Cost: _____
(attach receipts to this work order if purchases are made, pls.)

Deadline for Repairs: _____

Building/Maintenance Committee approval acquired? Y N

- Budget Line for Repairs:
- 5A3 - Custodial
 - 5D1 - General
 - 5D2 - Contracted Services
 - 5D3 - Facilities Projects
 - 5D5 - BBQ Pit
 - 5F - Kitchen Maintenance

Other Budget Line : _____

Completion Date: _____

Completed By: _____



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