

# Whitley County Board of Education

Maintenance Department  
191 Boulevard of Champions  
Williamsburg, Ky. 40769

Phone: (606)549-1796 Fax: (606)549-0609

Joe Jones, Supervisor

Mellisa Cheek, Secretary

## MAINTENANCE WORK REQUEST

School/Building: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Requested By: \_\_\_\_\_

(Principal's Signature)

(PLEASE CHECK ONE LINE BELOW) USE A DIFFERENT WORK ORDER FOR EACH DEPARTMENT

ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_ DOORS \_\_\_\_\_ HVAC \_\_\_\_\_ MISC \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

REPAIRS MADE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ BY: \_\_\_\_\_

JOB APPROVED BY: \_\_\_\_\_

