

Benavides Independent School District  
Work Order Request

Circle Location

Central Office    Cafeteria    Business Office    Elementary  
Outside Area    Secondary    Transportation    Other:\_\_\_\_\_

Person Filling Work Order:\_\_\_\_\_

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

Campus Administrator Approval:\_\_\_\_\_

Issue:

Carpentry    Custodial    Electrical    Plumbing    Pest Control  
Paining    Key/Lock    Heating    Air Conditioning    Grounds  
Health/Safety    Heavy Moving    Other

Description of Issue or Request:

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What has been done by campus/department maintenance before referral to the district maintenance office?

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For Maintenance Dept.

Date Received in Office: \_\_\_\_\_ Work order# \_\_\_\_\_

Work Order Approved By:\_\_\_\_\_

Wait until (Date):\_\_\_\_\_

Call outside for repair:\_\_\_\_\_ Is follow- up needed?\_\_\_\_\_

Delayed due to (Reason):\_\_\_\_\_

Estimated Cost:\_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_