



Campbell County Schools
Maintenance Work Request

- Routine
- Priority
- Emergency
- Long Range

School: _____ Location: _____

Person Making Request: _____ Date: _____

Description of work to be done: _____

Completed work orders to be signed by principal or other school official: _____

Maintenance Personnel Only

Date assigned: _____ Assigned to: _____

Work Performed: _____

Work Performed by	M/HRS	Date	Work Performed by	M/HRS	Date

Status of Work Order

- Parts
- Ongoing
- Deferred
- Completed

Fill out Parts request: Include Job # and attach Work Order

Job # _____