



NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

Maintenance & Operations Department

Attach to Work Order

Roof leak Procedures:

Step one: Identify/locate leak, note location on site plot plan

Step two: Place a work order service request in Facilitron

Step three: Fill out the "Roof leak Report" form

Step four: Attach the completed report to your work order

Roof Leak Report

Work Order # _____

School/Site _____

Date _____

Location (Use Plot Plan)

Classroom/Building	Check Applicable	Origin of Leak
1		
2	New Leak ☐	Ceiling ☐
3		
4	Repeat Problem ☐	Window ☐
5		
	Stained Ceiling Tile ☐	Air Cond. ☐
Miscellaneous Information		
* Please attach plot plan drawing to identify locations	Wall Damage ☐	Unknown ☐
	Wet Carpet ☐	

"Tuned to Customer Needs and Provide Service Excellence"