



**RED HOOK CENTRAL SCHOOL DISTRICT**  
**WORK ORDER REQUEST**  
**Complies with 40 CFR 763.91 AHERA**

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

Building Name: \_\_\_\_\_

Code Issue? Yes  No

Location Room # \_\_\_\_\_

Routine Maintenance     Repair     Special Project     Other

**Nature of work/repair needed:**

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Required Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Routing to:  Building Custodian     Maintenance     Dir. Of Facilities     Other

Custodian's acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Dept. acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

This work  does  does not disturb Asbestos containing building material.  
 RHCSD Asbestos Designee \_\_\_\_\_ Date: \_\_\_\_\_

Estimated date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval by Director of Facilities Office: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If required)

Person(s) performing task	No. Hours	Rate	Cost

**MATERIALS USED**

Quantity	Description	Unit	Cost

Labor \$ cost \_\_\_\_\_ Materials \$ cost \_\_\_\_\_ Total \$ \_\_\_\_\_

Cc: Scott Rajczi  
 Maintenance  
 File