

SCHOOL MAINTENANCE WORK ORDER FORM

General Information:

School Name: _____

Date of Request: _____

Requested By: _____

Department/Room #: _____

Maintenance Request Details:

Type of Request (Check one):

☐ Electrical ☐ Plumbing ☐ HVAC ☐ Carpentry

☐ Cleaning ☐ Other: _____

Description of Issue:

Location of Issue: _____

Priority Level:

☐ Low (Routine) ☐ Medium (Needs Attention) ☐ High (Urgent)

Assigned Maintenance Staff:

Technician Name: _____

Date Assigned: _____

Estimated Completion Date: _____

Work Completion Details:

Work Completed By: _____

Date Completed: _____

Notes/Comments:

Status: ☐ Completed ☐ In Progress ☐ Pending Approval

Approval & Signatures:

Requested By (Signature): _____ Date: _____

Maintenance Supervisor (Signature): _____ Date: _____