Palmerton Area School District

Work Request

District Facilities Maintenance

REQUESTER

Requested By: | **Date:**

Building: ☐ High School ☐ Jr. High School ☐ S.S. Palmer ☐ Towamensing ☐ Parkside ☐ Central Admin ☐ Field House ☐ Other:

Room: | **Exact Location:**

Description of Work Requested: (list only ONE item per form)

DISTRICT OFFICE

Priority: ☐ Immediate ☐ ASAP ☐ Schedule

Assigned to: ☐Maintenance ☐Grounds ☐Custodian

Work Order # | **Director of District Facilities:** | **Date:**

WORK COMPLETION

Classification(s):
- ☐ Plumbing
- ☐ Electrical
- ☐ Carpentry
- ☐ Boiler/HVAC
- ☐ Mechanical
- ☐ Fields/Grounds
- ☐ Glass/Window
- ☐ Paint/Drywall
- ☐ General Maint.
- ☐ Delivery/Transport
- ☐ _____

Time Involved (round off time to ¼ hour):

Resolution (also include any problems encountered):

Date Completed: | **Employee Signature:**

Email form to maintenance@palmerton.org promptly upon completion of work request.