



WILLISTON SCHOOL DISTRICT #29

12255 Main Street | Williston, South Carolina 29853

(803) 266-7878 | Fax (803) 266-3879

Maintenance Work Order Request

DATE:

REQUESTED BY:

ROOM NUMBER:

SCHOOL:

WORK REQUESTED:

APPROVED BY PRINCIPAL AND/OR SUPERINTENDENT: _____

MUST BE COMPLETED IN CASE OF EMERGENCY:

EMERGENCY REQUEST REPORTED TO:

TIME AND DATE OF REPORT:

Below line filled out by maintenance supervisor only.

RECEIVED REQUEST:

DATE:

ESTIMATED DATE OF COMPLETION:

DATE COMPLETED:

Maintenance Supervisor

Please fill out the above form when maintenance is needed. Forward the completed form to your principal/superintendent for approval; the forward it to the Maintenance Supervisor for work to be done. Maintenance Supervisor will keep form on file for one year.

Should you see something that needs immediate and/or emergency attention, notify your principal. He/She will then contact Maintenance Supervisor immediately. If your principal is out of the building, call the district office and speak to the superintendent. Regardless of whom you contact, complete this form and turn it into the Maintenance Supervisor.