

PORTA DISTRICT # 202 MAINTENANCE DEPARTMENT
REQUEST FOR CLEANING OR MAINTENANCE

Building	Room # or Area	Date filed	Order #
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Description of problem:

When will room or area be available for maintenance personnel to work on the problem? State exact time not class periods:

Prioritize by assigning a 1,2, or 3 with 1 being the most urgent and 3 being the least urgent:

Submitted by: (Principal) Received by: (Tom Halberstadt & Date)

Completed by: (Name of person that did the work)

The principal submitting this form should keep a copy of each submittal in a log book in his/her office. Tom Halberstadt will receive his copy and maintain a log book in his office. A copy of the work order will be returned when work is completed. If it is to be more than three days before the work is completed a copy will be returned with an expected date to be accomplished.

Date Completed

Date to be completed