

East Forest School Maintenance Request

Faculty/Staff Requesting Work:
Room # or Location:
Date Submitted to Principal:
Brief Description of work needed:

Date Received by Principal and Status:
If approved, date submitted to head custodian for action:
Date work was completed & form returned to Principal:
Signature of Head Custodian:

Maintenance Use Only	
Assigned to:	Date:
Parts needed: Yes No	Are the parts in stock? Yes No
If no, date ordered:	Date Received:
Date work was completed:	
Head Custodian's Signature:	