

Department of Buildings & Grounds School District 148

Attention

FAX TO 201-9122

Work Order Request Form

Principal Name _____ School: _____ Address: _____	Date _____ Requestor _____ Phone _____ Fax _____
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Priority Emergency Urgent Routine

Location / Area Where Work Is Needed?

Description Of Work Needed

Office Use Only

Maintenance <input type="checkbox"/>	Assigned To: _____	Date _____
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Project ID

<input type="checkbox"/> Boiler	<input type="checkbox"/> Moving	<input type="checkbox"/> Capentry
<input type="checkbox"/> Chimney	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Violation
<input type="checkbox"/> Door Repair / Replacement	<input type="checkbox"/> Roof Repairs	<input type="checkbox"/> _____
<input type="checkbox"/> Electrical	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Other _____
<input type="checkbox"/> Lighting	<input type="checkbox"/> Security Alarm	<input type="checkbox"/> _____
<input type="checkbox"/> Environmental	<input type="checkbox"/> Security Camera	<input type="checkbox"/> Other _____

Completed <input type="checkbox"/>	Work Request Number <input style="width: 60%; border: 1px solid black;" type="text"/>
Not Completed: <input type="checkbox"/>	IF NOT COMPLETE PROVIDE REASON _____

Out Source <input type="checkbox"/>	Assigned To: _____	Date _____
Cost: \$ _____		