

**PICKENS COUNTY BOARD OF EDUCATION**  
**MAINTENANCE DEPARTMENT**  
**Work Order Request**  
(Please Type)

Routine Work Request     Child Nutrition Program    Emergency:  Yes  No

School \_\_\_\_\_ Date Requested: \_\_\_\_\_

Check Type of Work Requested (one category per work order):

- Air Conditioning/Refrigeration/Heating
- Carpentry
- Carpet Tile
- Delivery
- Electrical
- Glass Repair/Door/Locks
- Painting
- Plumbing
- Roof Repair -  Main Building  Portable Building
- Secure Building
- Other \_\_\_\_\_

Description of Work Requested and Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By Completing this work order you are requesting technical assistance with a service/repair problem for which your school personnel cannot perform.

Authorized Signature \_\_\_\_\_

Central Office Use Only

Date Order Received \_\_\_\_\_ Work Order Number \_\_\_\_\_

Unit Assigned \_\_\_\_\_ Time \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Price \_\_\_\_\_

Time: Arrive \_\_\_\_\_ Leave \_\_\_\_\_ Signature \_\_\_\_\_

Repairs Made By \_\_\_\_\_

Repairs Completed:  Yes      Date Completed \_\_\_\_\_  
 No                      Reason Work Not Completed \_\_\_\_\_

Total Hours \_\_\_\_\_

\_\_\_\_\_  
Maintenance Employee

\_\_\_\_\_  
Maintenance Supervisor