

*Elmore County Maintenance Department*

MAINTENANCE WORK ORDER REQUEST

**TODAY'S DATE:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_ **YOUR TEL#** \_\_\_\_\_

**ADMINISTRATOR INITIALS:** \_\_\_\_\_

**REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISC. NOTES:** \_\_\_\_\_

\_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

**MAINTENANCE TECH:** \_\_\_\_\_

**SCHOOL STAFF SIGNATURE:** \_\_\_\_\_

**JOB PERFORMED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_