

BUILDING AND MAINTENANCE WORK ORDER

Originator: _____ Department _____

Today's Date: _____ Deadline date: _____

Event: _____ Time _____

Please explain fully the nature of work to be done. Include sketches if necessary. Attach added pages where needed. Submit all copies to the Administrator for Building & Grounds.

Notes:

Signature: _____
Originator

_____ Date

Approval: _____
Department Chairman

_____ Date

_____ Administrator

_____ Date

Scheduled completion date: _____

_____ Building Engineer

_____ Date

- COPY - Building & Grounds Mgr.**
- COPY - Assistant Principal**
- COPY - Originator**