

**TUPELO CHRISTIAN PREPARATORY SCHOOL
MAINTENANCE/CUSTODIAL REQUEST FORM**

WORK ORDER # _____

DATE OF REQUEST: _____

ROOM/AREA: _____

REQUESTOR: _____

NEED:

CUSTODIAL REQUEST STOPS HERE.

OFFICE USE ONLY

RECEIVED IN OFFICE (DATE/TIME): _____

SUBMITTED TO MAINTENANCE (DATE/TIME): _____
(“E” IN WORK ORDER # MEANS EMERGENCY)

MAINTENANCE REVIEW

SUPPLIES NEEDED: _____

SUPPLY ORDER DATE (IF NECESSARY): _____

JOB COMPLETED BY MAINTENANCE (DATE/TIME): _____

COMPLETED BY: _____

JOB COST: **SUPPLIES: \$** _____

LABOR HOURS: _____

JOB COMPLETION VERIFIED BY ADMINISTRATION: _____

SIGNATURE: _____ **DATE:** _____

WORK ORDER PROCEDURES:

REQUESTOR FILLS OUT FORM AND SUBMITS TO SCHOOL OFFICE.

SCHOOL OFFICE PERSONNEL ASSIGN WORK ORDER # BEGINNING WITH "1" AND INCREMENTING FOR EACH WORK ORDER.

IF IT IS AN EMERGENCY REPAIR, THE NUMBER WILL HAVE AN "E" PRECEDING IT. (EXAMPLE - "E-1")

OFFICE PERSONNEL WILL FILL OUT APPROPRIATE AREAS OF THE FORM AND WILL MAKE A COPY FOR THE MAINTENANCE TRACKING LOG AND PROVIDE MAINTENANCE WITH THE ORIGINAL IN THEIR DISTRIBUTION BIN UNLESS IT IS AN EMERGENCY. IF IT IS AN EMERGENCY, MAINTENANCE WILL BE CONTACTED AS SOON AS POSSIBLE.

MAINTENANCE WILL EVALUATE THE WORK THAT NEEDS TO BE ACCOMPLISHED AND FOLLOW ESTABLISHED GUIDELINES FOR ACQUIRING NECESSARY ITEMS TO COMPLETE THE JOB. THEY WILL ALSO COMPLETE THE FORM AS NECESSARY AND RETURN IT TO THE OFFICE.

OFFICE PERSONNEL WILL VERIFY JOB IS COMPLETE AND INFORM THE REQUESTOR.

