

**CRYSTAL CITY INDEPENDENT SCHOOL DISTRICT  
MAINTENANCE DEPARTMENT**

**WORK ORDER REQUEST FORM**

**FACILITY NAME:** \_\_\_\_\_

DATE DELIVERED TO MAINTENANCE: \_\_\_\_\_  
DATE FAXED TO MAINTENANCE: \_\_\_\_\_  
DATE E-MAILED TO MAINTENANCE: \_\_\_\_\_

**PREVIOUSLY REPORTED TO MAINT. DEPT**

YES  NO

FACILITY ADMINISTRATOR MUST APPROVE & SIGN BEFORE SUBMITTING: \_\_\_\_\_

**CRAFT:** Please submit a separate request for each trade. Example, one request for plumbing another for carpentry work. However, you may place numerous requests for the same craft on one request.

- |                                     |                                       |                                      |  |   |
|-------------------------------------|---------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Carpentry  | <input type="checkbox"/> Cabinet Work | <input type="checkbox"/> Electrical  | <input type="checkbox"/> Energy Management | <input type="checkbox"/> Environmental Issues |
| <input type="checkbox"/> Grounds    | <input type="checkbox"/> HVAC         | <input type="checkbox"/> Locks/Doors | <input type="checkbox"/> Painting          | <input type="checkbox"/> Plumbing             |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Roofing     | <input type="checkbox"/> Surplus Pick Up   | <input type="checkbox"/> Other                |

- PRIORITY:**
- Emergency (No heat/air, roof leaking, security or safety concerns.)
  - Essential (The work needs to be completed within the next fourteen days.)
  - Desirable (This will be an improvement to the facility and can be done within thirty days.)
  - Summer (This can be scheduled for the summer.)

**ROOM/LOCATION:** \_\_\_\_\_

**DESCRIPTION OF REQUEST:**

**MAINTENANCE USE ONLY!**

**APPROVED BY/DATE:** \_\_\_\_\_



**ASSIGNED TO/DATE:** \_\_\_\_\_

**Disapproved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reason for Disapproval:

- Capital item-this request will be sent (when appropriate) to the Business Office for consideration for future funding.
- Duplicate work order request
- Maintenance Dept does not fund this type of improvement-Maint. Dept. will install if you provide equipment or funds.
- Request needs more information: Quantities, Dimensions, Drawings, Location, Why
- Other

18-Jun

**If a response is not received within thirty days, contact Irene Melendrez at 374-2571 ext 720**

*Our mission is to provide a clean, safe, secure, learning and working environment to all facility occupants.*