

OLD FORGE SCHOOL DISTRICT
MAINTENANCE WORK ORDER

For Office Use Only
Classification: <input type="checkbox"/> Routine <input type="checkbox"/> Emergency

SECTION 1 (To Be Completed By Originator and given to Supervisor):

Building: Jr-Sr High School Elementary School Room Number/Area _____

Originator _____ Date: _____

Description of Problem: _____

Signature/Approval Principal

SECTION 2 (To Be Completed By Supvr. of Bldgs. & Grounds):

Date Work Order Received: _____

Signature/Approval Supvr. of Bldgs. & Grounds

SECTION 3 (To Be Completed By Maintenance Personnel):

Date/Time Began: _____ Date/Time Completed: _____

Type of Repair/Maintenance: _____

Signature/Maintenance Supervisor

Signature/ Supvr. of Bldgs. & Grounds