

CUSTODIAL/MAINTENANCE WORK ORDER

*** Fill out Work Order and Give to Head Custodian ***

BUILDING: RCW School

DATE:

PLEASE INDICATE THE DETAILS -- LOCATION, SOURCE OF TROUBLE, ETC.

IT IS REQUESTED THAT THE FOLLOWING REPAIRS BE MADE:

LOCATION / Room Number:

DESCRIPTION OF WORK TO BE DONE:

PRIORITY 1 2 3 4 5

COMMENTS:

DESIRED COMPLETION

DATE:

REQUESTED BY

(DO NOT WRITE BELOW THIS LINE)

DATE RECEIVED _____

COMPLETED _____

CUSTODIAL COMMENTS:

**** RETURN TO OFFICE FOR FILING ****

**** Copy to Requested by ****

**** Copy to Head Custodian ****