



Newbury Local School District

Work request

Building/Room : _____ Date: _____

Requested by: _____ Principal: _____

Description of work and exact location, one item of work per request _____

Reason for request (circle): (normal maintenance, vandalism, other)

Date needs completed by: _____

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To be completed by Maintenance Department

Date: _____ Completed by: _____

Work performed: _____

Comments: _____

Copies to upon Completion: Originator
Maintenance Dept.