

NEWBURY LOCAL SCHOOL DISTRICT

14775 Auburn Road • Newbury, OH 44065-9745 • 564-5501

WORK REQUEST SHEET

SCHOOL: _____ DATE: _____

REQUESTED BY: _____ PRINCIPAL: _____

Description of work and exact location (list one item of work per request).

Reason for Request: Vandalism ___; Normal Maintenance ___; Other ___.

Work Needed: When time permits ___; ASAP ___; IMMEDIATELY ___.

MAINTENANCE DEPARTMENT

DATE: _____ WORK DONE BY: _____

Work Performed: _____

Comments: _____

Routing: Goldenrod Kept by Originator
White/Yellow/Pink..... Superintendent for Approval
White/Yellow..... Maintenance
Yellow..... Returned to Originator at Completion

Supt.: _____