

**Perry Local Schools  
Maintenance Department  
Work Order Request Number \_\_\_\_\_**

Building \_\_\_\_\_ Date Submitted \_\_\_\_\_

Room # \_\_\_\_\_ Date Needed \_\_\_\_\_

Signature of Principal/Administrator \_\_\_\_\_

If repairs are due to vandalism, please check here \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MFG: \_\_\_\_\_ MODEL # \_\_\_\_\_ SERIAL # \_\_\_\_\_

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**BUSINESS OFFICE USE ONLY**

Date received by Business Office \_\_\_\_\_

Signature of Assistant Superintendent \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ DATE \_\_\_\_\_ PRIORITY 1 2 3

MATERIALS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_ MATERIAL COST \$ \_\_\_\_\_ HOURS \_\_\_\_\_

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Maintenance \_\_\_\_\_ Custodian \_\_\_\_\_ Supervisor/Buildings & Grounds \_\_\_\_\_

**Please complete and send all forms to the Business Office.**