

SOUTH HARRISON R-II SCHOOL DISTRICT

MAINTENANCE WORK REQUEST

Via Superintendent's Office – Retain copy for files

School _____ Room _____ Date _____

Work Requested: List single item or group of like items (type single space)

For unusual or non-budgeted items requested, add justification statement. (Use separate sheet if necessary)

Requested by: _____ Approved by: _____
Principal

Accounting Classification _____

Maintenance Information

New Constructon _____ Maintenance _____
 Vandalism _____
 Estimated man hours: _____
 Scheduled Completion Date: _____
 Approved: _____

Assigned to: _____
 Crew: _____

 Signature of Workman: _____
 Remarks:

Unit	Material Used	Material and Labor Cost Data		Labor Cost	Hours
		Cost	Date		

Total Cost of Materials: _____

Total Labor _____

Total Material _____

Total Cost of Completed Request _____