

Procedure for Maintenance Requests

When general maintenance is required:

- A) Complete the top portion of the 4-part Maintenance Request Form.
** Note: This form may be obtained from your campus secretary.
- B) Submit the form to your Principal for approval.
- C) Once approved send it to the Central Office.
- D) Upon approval by the Superintendent, it will be assigned a number;
 - 1) Maintenance will receive the white and yellow copy.
 - 2) Central Office will retain the pink copy.
 - 3) Principal will receive the gold copy.
- E) Maintenance will be scheduled for earliest and least disruptive time possible.
- F) Maintenance will complete the bottom portion of the Maintenance Request Form when work is complete.
 - 1) Yellow copy will be submitted to the Central Office.
 - 2) White copy will be retained by maintenance.