

___Emergency (called in)

RICHLAND PARISH SCHOOL BOARD

WORK ORDER

School _____

Date _____

1. Item needing repair/location _____

2. Description of problem _____

3. Urgency of repair _____ Within a week

_____ As soon as possible

Requested by _____
Principal

Received by _____
Supervisor of Maintenance

Request Approved _____
Superintendent

Completed _____
Supervisor of Maintenance

Date Maintenance Received _____

Date Maintenance Completed _____

Maintenance Signature _____