

# OTSELIC VALLEY CENTRAL SCHOOL

## Maintenance Request Form

BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF MEMBER MAKING REQUEST: \_\_\_\_\_

MAINTENANCE REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

( ) APPROVED ( ) DENIED BY: (ADMINISTRATOR): \_\_\_\_\_

REASON IF DENIED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ DATE: \_\_\_\_\_ TO BE COMPLETED BY: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ CUSTODIAN'S INITIALS: \_\_\_\_\_

**\*RETURN COMPLETED FORM TO SUPERVISOR**

Rev. 02/07