

**OTSELIC VALLEY CENTRAL SCHOOL  
Maintenance Request Form**

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

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

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

\_\_\_\_\_

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

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

REASON FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

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

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

**\*RETURN COMPLETED FORM TO SUPERVISOR**

WHITE: Supervisor    YELLOW: Custodian    PINK: Administrator    GOLD: Staff