

# SCHOOL DISTRICT OF WESTFIELD MAINTENANCE WORK ORDER

School:	Requester:	Telephone:
Work Location:	Date:	Shop Code 1 2 3 4
Circle One  Supervisor Custodian	Circle One: Electric – key – grounds – Heating/AC – Plumbing, Moving Event Preparation – Carpentry – General Maintenance – Other _____	

## WORK DESCRIPTION

\_\_\_\_\_  
 Date Received: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

SHOP NOTES:

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