

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: