

**SUBMIT TO MAINTENANCE AND OPERATIONS – DETACH AND RETAIN PINK COPY**

**PETALUMA CITY SCHOOLS  
WORK REQUEST**

No. 107542

SCHOOL/DEPT: \_\_\_\_\_

CONFIRMING   
EMERGENCY PHONE CALL   
VANDALISM

DATE: \_\_\_\_\_

Description OF WORK TO BE DONE, DIAGRAMS SHOULD BE DRAWN ON SEPARATE ATTACHED SHEET:

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HAS PROBLEM BEEN SEEN BY CUSTODIAN	YES	NO	ROOM USE:	LABOR TIME	MATERIAL COST
<i>(TO BE FILLED IN BY MAINTENANCE AND OPERATIONS)</i>					
DESCRIPTION OF REPAIR					
<b>TOTAL</b>					

ORIGINATOR: \_\_\_\_\_

Requested by: \_\_\_\_\_

*Signature of Principal or Director*

Approved by: \_\_\_\_\_

*Signature of director of Maintenance and Operations*

WORK ASSIGNED TO: \_\_\_\_\_

Acceptable times and/or dates to complete work: \_\_\_\_\_

WORK COMPLETED: \_\_\_\_\_