

MAINTENANCE REQUEST FORM

This form is to be used by faculty and staff to make requests of the maintenance/janitorial staff. It may be used to request repairs to any school property or as a reminder that some part of school property needs to be cleaned. The completed form should be returned to the principal not directed to the maintenance/janitorial staff.

Teacher/Staff Name _____ Date _____

Request (location and description if necessary): _____

For office use only:

Principal _____ Forwarded to _____ Completed _____