

COMMUNITY R-VI SCHOOL DISTRICT BUILDING MAINTENANCE REQUEST

Date of Request: _____

Person Making request: _____

Elementary Junior High High School Other

Room or Location: _____

Describe Repairs Needed:

Principal's Signature/Approval and Date

Superintendent's Signature/Approval and Date

(If approved, the requested repairs will be assigned by the Superintendent of Schools to the appropriate person.)

Repairs Assigned to: _____

Description of Repairs Made:

Signature of Person Making or Arranging for Repairs

Date Repairs Completed

When repairs are completed, this form should be signed by the person completing or arranging for repairs. It should then be returned to the Superintendent.

Date Repair REquest REturned to Superintendent

Superintendent's Signature