

INSTRUCTIONS FOR USING
E - MAINTENANCE REQUEST FORM

A. Person Requesting Service

1. Description of requested service
Be as clear and specific as possible.(List any and all symptoms if this is an operational problem).
2. Location where service is to be performed (be specific).
3. Priority - Indicate priority or request a time limit by using the space bar on the correct box. For service that needs to be performed by a certain date, indicate date.
4. Print your name. List your phone extension.

E-Mail the form in its entirety to the Building Principal for approval (save a copy in a folder on your computer).

B. Building Principal

1. Indicate whether this service request is approved and forward to Building Foreman or disapproved and returned to the person requesting the service.
2. Date received.
3. Signature.
4. Forward form to the Building Foreman

C. Building Foreman

1. Date received.
2. Service request number.
3. Estimated date of completion.
4. Print form for Maintenance technician.

D. Maintenance Technician (Performing service)

1. Assigned to (persons name).
2. Date or dates service performed.
3. Total man-hours.
4. Materials used.
5. Action taken.
6. Signature of Maintenance Technician.
7. Return form to Foreman
8. Labor cost (Building Foreman)
9. Material cost (Building Foreman)
10. Reason Service Request deferred (such as Spring break, Summer recess, etc.)
11. Signature of Building Foreman

Building Foreman will complete electronic form
Building Foreman will E - mail completed copy to Principal and person requesting service.