

# Work Order / Maintenance Request Form

## Arlington Classics Academy

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### SECTION I

Complete Section I of this form and give to your campus principal/supervisor for approval.

Employee Submitting Request: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Needed Work or Repair:

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Describe the Work or Repair Needed:

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### SECTION II

To be completed by the Principal/Supervisor:

PRIORITY: Immediately \_\_\_\_\_ Within 2-3 Days \_\_\_\_\_ Next Week \_\_\_\_\_ Routine \_\_\_\_\_ Next Summer \_\_\_\_\_

Campus Principal/Supervisor Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION III

To be completed by Maintenance Staff:

Can the project be completed by ACA Staff? YES \_\_\_\_\_ NO \_\_\_\_\_

Estimated hours to complete: \_\_\_\_\_ Estimated expense to complete: \_\_\_\_\_

List of materials needed: \_\_\_\_\_

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Signature of Assigned Personnel: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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Recommendation if not completed: \_\_\_\_\_

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\_\_\_\_\_ Date Referred Back if Not Completed: \_\_\_\_\_