

JEFFERSON COUNTY SCHOOLS

MAINTENANCE WORK REQUEST
Click and Type

Date Requested _____

School _____

Job Description and Location

Principal's Signature



Date Received _____

Maintenance Supervisor's Signature _____

Date Work Started _____

Date Work Completed _____

Maintenance Personnel Performing Work _____

Principal's Signature Stating Job Complete _____

Only one (1) project is to be listed for each maintenance request. All requests will be done in the order they are received. All requests are to be sent to the maintenance office through school mail or faxed to 397-8771. Upon completion of job, this form will be kept on file at the maintenance office.