

Work Order # \_\_\_\_\_



Payson Unified School District

## Facilities/Maintenance Work Order Request

Please send to the Maintenance Department by interoffice mail, or you may email to [workorders@pusd10.org](mailto:workorders@pusd10.org) . PLEASE PRINT CLEARLY

Date: \_\_\_\_\_

Location of work to be done: (circle one)

Café    District Office    JRE    PCS    PES    PHS    RCMS    Transportation    Warehouse

Requestor Name: \_\_\_\_\_

Building Number: \_\_\_\_\_      Room Number: \_\_\_\_\_

Describe Work to be Completed:

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This form must be routed to and signed by your Building Principal/Department Head before sending to the Maintenance Department. This prevents double reporting and your Building Principal/Department Head will be aware of all repairs requested.

Circle priority:            High            Medium            Low

Principal/Department Head Signature \_\_\_\_\_ and comments:

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