

Work Order # _____



Puyson Unified School District

Facilities/Maintenance Work Order Request

Please send to the Maintenance Department by interoffice mail, or you may email to robert.wilcox@pusd10.org or brent.bailey@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:

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:
