

CARTERET COUNTY SCHOOLS MAINTENANCE REQUEST FORM

PLEASE PRINT OR TYPE

DATE OF REQUEST _____

SCHOOL NAME _____

SCHOOL ID # _____

REQUESTED BY: _____

SCHOOL OR DEPARTMENT TO COMPLETE			MAINTENANCE DEPT TO COMPLETE						
REQ. #	DESCRIPTION OF REQUEST	LOCATION	ACTION TAKEN		EMPLOYEE	WORK CODE	WORK CLASS	SPACE	WO #
		BLDG & RM #	ACCEPT	REJECT					

** THIS FORM WILL BE USED FOR ALL MAINTENANCE REQUESTS WHEN THE COMPUTER SYSTEM IS DOWN. EMERGENCIES ARE TO BE PHONED IN AND FOLLOWED UP WITH A REQUEST FORM.

** ALL REQUESTS FOR BROKEN GLASS MUST HAVE MEASUREMENTS, DOOR-CASEMENT OR WINDOW, AND TYPE - CLEAR, FROSTED, THERMAL, TINTED, SAFETY OR WIRE GLASS, WOOD OR METAL FRAMES

** ANY REQUEST WITHOUT PROPER INFORMATION WILL BE RETURNED TO THE PRINCIPAL

Form Updated: 3/28/2012