

East Buchanan C-1 School District

Maintenance Work Order / Repair Form



East Buchanan C-1
100 Smith Street
Gower, MO 64454
Phone: 816-424-6466
Fax: 816-424-3511

www.ebs.k12.mo.us/staff/workorder.pdf

Electrical short, flooding water, smell natural gas, potential for bodily injury, etc...

If this an **EMERGENCY**, follow emergency procedures, then call your building Principal so they can contact Dan Naas immediately.

Please fill out this form completely. Give as much detail as possible when making your request. Click on the appropriate button at the bottom of this form to submit it to your Administrator.

Enter Date & Time MM/DD/YY hh:mm

Request Status:

☐

New

☐

Existing

Employee Name:

School Building:

Room# / Location:

Describe the problem in detail:

Please let us know when your planning time is. We will attempt to make the necessary repairs in your classroom during this time frame.

NOTE* This is NOT always possible.

Planning Period Start Time: HH:MM

Planning Period End Time: HH:MM

Other Notes:

ALL STAFF, please print form, and take to your Office for processing.

Principal's Signature:

Superintendent's Signature:

Date:

Job Notes:

Maintenance Department Use Only

Handled By	Completed Y/N	Date