

WORK ORDER REQUEST FORM

Hornell City Schools
25 Pearl St.
Hornell, NY 14843

☐ MAINTENANCE ☐ GROUNDSKEEPING ☐ PLUMBING ☐ CUSTODIAL

Date: _____

Requestor: _____ Department: _____

Request: _____

Urgency Category: ☐ Emergency ☐ One Day ☐ This Week ☐ When Possible

Requested by: _____ Approved by: _____

☐ Approved ☐ Denied ☐ Budgeted ☐ Unbudgeted

MAINTENANCE DEPARTMENT USE ONLY

Date received: _____

Date started: _____

Custodian(s): _____

Date completed: _____

Hours to complete: _____

Work performed: _____

Materials used: _____

Maintenance Priority: _____

(1-5)

Scheduled Date: _____

Follow up required: ☐