

DODDRIDGE COUNTY SCHOOLS

WEST UNION, WV

MAINTENANCE REQUEST

TO: SCHOOL BOARD OFFICE

FROM: _____

DATE: _____

Repair is necessary on the following: _____

(Description of work necessary. Give all measurements, if applicable)

For Maintenance Use

Date: _____

Priority: _____

Date of Repair: _____

By Whom: _____

Nature of Repair: _____

Materials Used: _____

Time on Task: _____