



Corning Union Elementary School District

1005 Hoag Street, Corning, CA 96021

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Preparing Students For Their Future!

www.corningelementary.org

Maintenance Work Request Form

Requested By: _____ School Site: _____ Date: _____

Location on school site campus where maintenance work is requested: _____

Description of requested maintenance work: _____

Projected date by which work needs to be completed: _____

Additional information / special requirements and/or request: _____

Funding for this request to be paid by: (i.e. Site, Dist.) _____

Funding Source / Code (if applicable): _____

Approved by: _____ Date: _____

Site Administration Signature

Approved by: _____ Date: _____

District Administration Signature

Date maintenance received request: _____ M&O Supervisor Initials: _____

For Maintenance & Operations Department Use Only

☐ This request **assigned to Site Custodian/Maintenance** for completion

Date assigned to Site Custodian/Maintenance: _____

Date requested maintenance completed: _____

☐ This request **assigned to District Maintenance Personnel** for completion

Date assigned to District Maintenance: _____

Date requested maintenance completed: _____

Comments: _____

Date of completion: _____

M&O Supervisor Signature at completion: _____