

HANNA HIGH SCHOOL
MAINTENANCE/REPAIR WORK ORDER

DATE: _____ NAME _____ ROOM# _____

REPAIRS NEEDED (PLEASE PRIORITIZE AND BE SPECIFIC):

_____ ELECTRICAL _____
_____ INTERCOM _____
_____ LIGHTS _____
_____ DOOR LOCK/KEY _____
_____ A/C - HEATER _____
_____ PAINT _____
_____ WINDOWS _____
_____ INSECTS/RODENTS _____
_____ FLOOR/CEILING _____
_____ OTHER _____

IF THIS REQUEST REQUIRES THE BISD MAINTENANCE DEPARTMENT TO
HANDLE, IT WILL BE PROCESSED ACCORDINGLY.

APPROVED BY: _____
Oscar Longoria, HANNA MAINTENANCE SUPERVISOR

ASSIGNED TO: _____ DATE: _____

ACTION TAKEN: _____

COMPLETED BY: _____ DATE: _____