

Hillsboro Unit School District #3

Work Request

School: _____ Date: _____

Description of work and exact location. (List only one request on each work order)

Reason for request of work needed: Emergency _____ Vandalism _____

When Needed: Immediately _____ As Soon As Possible _____ When You Have Time _____

Requested By: _____ Date: _____

Approved Principal _____

Rejected Principal _____

Date Received _____

Work Assigned To: _____

Received Maintenance Department: _____

Date

Work Completed: _____

Date