



## Warrensville Heights City School District Maintenance and Grounds Work Request

***ALLOW THREE DAYS FOR COMPLETION***

Date: \_\_\_\_\_ Assigned To: \_\_\_\_\_

Requested By: \_\_\_\_\_ Ext. \_\_\_\_\_ Building: \_\_\_\_\_

Principal Authorization: \_\_\_\_\_ Operations Office Approval: \_\_\_\_\_

Priority (Circle One)

- 1. Urgent
- 2. Within 7-10 working days

**REQUEST DESCRIPTION:** *(Include description of troubleshooting to date, if applicable.)*

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Is there a required completion date? Yes No If yes, Date and brief explanation: \_\_\_\_\_

### ***Office Use Only***

#### **DESCRIPTION OF MATERIALS USED**

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Additional Work Recommended: \_\_\_\_\_

Actual Labor Hours: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_