HUNTINGTON INDEPENDENT SCHOOL DISTRICT WORK ORDER

REQUESTED BY: _____

LOCATION/CAMPUS: _____ **ROOM:** _____

DESCRIPTION AND PURPOSE OF WORK REQUESTED:

_____

_____

_____

_____

_____

APPROVAL: _____ **DATE:** _____

MAINTENANCE MEN MUST REPORT TO THE PRINCIPAL'S OFFICE UPON ARRIVAL AND CHECK OUT WITH PRINCIPAL WHEN WORK IS COMPLETED. EMPLOYEE FOR WHOM THIS MAINTENANCE IS DONE WILL SIGN THIS WORK ORDER WHEN WORK IS COMPLETED.

DATE MAINTENANCE COMMENCED: _____

TIME BEGAN: _____ **TIME COMPLETED:** _____

JOB COMPLETED BY: _____

MATERIALS USED:	**COST:**
1. _____	$ _____
2. _____	$ _____
3. _____	$ _____
4. _____	$ _____
5. _____	$ _____
TOTAL COST	$ _____

VERIFICATION WORK COMPLETED: _____

DATE WORK COMPLETED: _____