

**CUBA INDEPENDENT SCHOOLS  
MAINTENANCE WORK ORDER REQUEST**

**FROM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PRINCIPAL (Initial/Date)** \_\_\_\_\_

*Please CIRCLE the appropriate site*

**HIGH SCHOOL    MIDDLE SCHOOL    ELEMENTARY SCHOOL    CENTRAL OFFICE/TEACHERAGE    PORTABLE BLDG  
GYM**

**EXACT LOCATION:** \_\_\_\_\_

**WORK REQUESTED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**MAINTENANCE SUPERVISOR (Initial/Date)** \_\_\_\_\_

**TO: (Person Making Request):** \_\_\_\_\_

**FROM: (Maintenance):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPECIAL ISSUES/CONCERNS:** \_\_\_\_\_

**FOLLOW-UP (If Needed):** \_\_\_\_\_

\_\_\_\_\_