

QUANAHA I.S.D.  
Work Order

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRINCIPAL APPROVAL:** \_\_\_\_\_

CAMPUS: \_\_\_\_\_ JOB LOCATION: \_\_\_\_\_

NATURE OF WORK

\_\_\_\_\_ REPAIR  
\_\_\_\_\_ CLEAN/ADJUST  
\_\_\_\_\_ REGULAR MAINTENANCE SERVICE  
\_\_\_\_\_ OTHER

TYPE OF SERVICE

\_\_\_\_\_ CARPENTRY  
\_\_\_\_\_ ELECTRICAL  
\_\_\_\_\_ PLUMBING  
\_\_\_\_\_ HEATING/COOLING  
\_\_\_\_\_ OTHER

DESCRIPTION OF WORK OR SERVICE NEEDED:

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

WORK PERFORMED BY: \_\_\_\_\_

DATE WORK COMPLETED: \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

MATERIALS USED:

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