

HANNA HIGH SCHOOL
MAINTENANCE/REPAIR WORK ORDER

DATE: _____ NAME _____ ROOM# _____

REPAIRS NEEDED (PLEASE PRIORITIZE AND BE SPECIFIC):

- _____ ELECTRICAL _____
- _____ INTERCOM _____
- _____ LIGHTS _____
- _____ DOOR LOCK/KEY _____
- _____ A/C - HEATER _____
- _____ PAINT _____
- _____ WINDOWS _____
- _____ INSECTS/RODENTS _____
- _____ FLOOR/CEILING _____
- _____ OTHER _____

IF THIS REQUEST REQUIRES THE BISD MAINTENANCE DEPARTMENT TO HANDLE, IT WILL BE PROCESSED ACCORDINGLY.

APPROVED BY: _____
RUDY RIVERA, HANNA MAINTENANCE SUPERVISOR

ASSIGNED TO: _____ DATE: _____

ACTION TAKEN: _____

COMPLETED BY: _____ DATE: _____