

Benavides Independent School District
Work Order Request
2009-2010

Complete the work order request and submit by inter-delivery mail to Nina C. Pena. For Emergency assistance, please call Nina C. Pena/Christina Perez at (361) 256-3012, 256-3062 or 227-4365.

Step 1 – Circle Location: **Room #** _____

Central Office Cafeteria Business Office Elementary
Outside Area Secondary Transportation Other: _____

Person filing work order: _____
Date Requested _____
Campus Administrator approval _____

Step 2. Select Problem:

Carpentry Custodial Electrical Plumbing Pest Control
Painting Key/Lock Heating Air Condition Grounds
Health/Safety Inf. Technology Heavy Moving Other

Step 3. Describe Problem or request:

Step 4. What has been done by campus/department maintenance before referral to District Maintenance Office?

For Maintenance Dept.

Date Received in Office _____ Work Order # _____

Work order approved by _____

Wait until (date) _____

Call Outside for repair _____

Delayed due to (Reason) _____

Estimated Cost _____

Date Completed: _____ By: _____

Is follow-up needed? Yes _____ No _____ Don't Know _____

Revised: 12/09/2009 gmp