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COTTON CENTER ISD

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MAINTENANCE WORK ORDER

Date Requested _____ Date need by _____

Staff Member Requesting _____

Room Number(number above door) _____

When is room available to complete the job? _____

Work Needed Description _____

Suggested equipment needed for Job: _____

Special Tools Required: _____

Please fill out form as complete as possible. Save it to your computer. Then email document to Mr. Stone. Rjstone@cottoncenterisd.org