

Henry County Middle School
Maintenance and Repair Form
2004-2005

Teacher: _____ Room or Trailer _____

Please make all requests for maintenance and repairs on this form. Please turn in to Mr. Propst.

If you know that this request will need to be performed by county maintenance personnel rather than our own custodians, please check the bottom box on the left.

If you believe that your request is in the area of our own custodians, please check the box on the right.

If you don't know, leave the boxes blank.

Turned in to Mr. Propst: _____

Work order number for County Work Order: _____

To Mr. Pullin for assignment to HCMS custodian: _____

To _____ for completion

Work completed and form returned to Mr. Pullin _____

Form returned to Mr. Propst for file. _____

County

HCMS