

Bloomer School District
Maintenance / Custodian Work Order

Date: _____

Requested by: _____

Task to be completed (attach diagram or other description as necessary):

Preferred completion date / rationale for completion date:

Complete this form and return to your building principal.

For administrative use only:

Date received _____

Approved

Not Approved - Reason:

Principal's Signature _____

Work order assigned to: _____

Date work order assigned: _____

For maintenance / custodial use only:

Work Completed

Work Not Completed – Reason:

Maintenance / Custodian Signature _____ Date: _____

*Return this form to the assigning building principal upon work completion or denial of request.
Use the back of this form to provide additional information.*

