

ANDREWS INDEPENDENT SCHOOLS  
MAINTENANCE WORK ORDER

\_\_\_\_\_ Date

BUILDING \_\_\_\_\_

DESCRIPTION OF WORK AND LOCATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK TO BE COMPLETED BY \_\_\_\_\_ Date

CHECK ONE:

\_\_\_\_\_ THIS IS A BUDGETED ITEM.  
\_\_\_\_\_ THIS IS NOT A BUDGETED ITEM.

CHARGE TO BUDGET CODE \_\_\_\_\_

\_\_\_\_\_  
Principal

**TO BE COMPLETED BY ASSISTANT SUPERINTENDENT OF OPERATIONS**

1. THIS WORK CANNOT BE DONE AT THIS TIME. REASON IS \_\_\_\_\_  
\_\_\_\_\_

2. WORK ORDER REQUEST ASSIGNED TO \_\_\_\_\_ Name

ON \_\_\_\_\_ Date

\_\_\_\_\_  
Asst. Supt. of Operations

3. WORK COMPLETED ON \_\_\_\_\_ Date

\_\_\_\_\_  
Signature

**Principal to retain copy; forward all other to Operations Office**