

# East Buchanan C-1 School District



## Maintenance Work Order / Repair Form

Electrical short, flooding water, smell natural gas, potential for bodily injury, etc...

If this an **EMERGENCY**, follow emergency procedures, then call your building Principal so they can contact Dan Naas immediately.

East Buchanan C-1  
100 Smith Street  
Gower, MO 64454  
Phone: 816-424-6466  
Fax: 816-424-3511  
[www.ebs.k12.mo.us/staff/workorder.pdf](http://www.ebs.k12.mo.us/staff/workorder.pdf)

Please fill out this form completely. Give as much detail as possible when making your request. Click on the appropriate button at the bottom of this form to submit it to your Administrator.

Enter Date & Time MM/DD/YY hh:mm

Request Status:  New  Existing

Employee Name:   
School Building:   
Room# / Location:

Please let us know when your planning time is. We will attempt to make the necessary repairs in your classroom during this time frame.

**NOTE\*** This is NOT always possible.

Planning Period Start Time: HH:MM   
Planning Period End Time: HH:MM

Other Notes:

Describe the problem in detail:

ALL STAFF, please print form, and take to your Office for processing.

Principal's Signature: \_\_\_\_\_

Date/Time Field

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Job Notes:

### Maintenance Department Use Only

Handled By	Completed Y/N	Date