

SALINAS UNION HIGH SCHOOL DISTRICT
REQUEST FOR MAINTENANCE SERVICE

43742

SCHOOL _____ DATE _____

LOCATION _____

SERVICE REQUESTED _____

_____ DATE REQUESTED _____

ESTIMATE ONLY _____ BUDGET CODE _____

VANDALISM _____ SCHOOL PRIORITY CODE _____

REQUESTED BY _____ TEL. NO. _____

APPROVAL BY SECOND SCHOOL INVOLVED:

SCHOOL _____ APPROVED BY _____

SPACES BELOW FOR MAINTENANCE DEPT. USE ONLY

MAINT. CODE _____ DATE REC'D _____ AUTH. BY _____

ESTIMATE: LABOR _____ MATERIALS/OUTSIDE _____

CONTRACTS _____ TOTAL _____

TEL. ORDER RECEIVED BY _____ DATE _____

COMPLETED BY _____ DATE _____

REMARKS _____

SCHOOL PRIORITY CODES:

- 1. HEALTH-SAFETY
- 2. URGENT
- 3. NOT URGENT

MAINTENANCE CLASS CODES:

- A. EMERGENCY
- B. MAINTENANCE
- C. IMPROVEMENTS
- D. MOVING AND MISC.

White - School
Yellow - Maintenance
Card - Worker