

GRANT PARISH SCHOOL BOARD
MAINTENANCE DEPARTMENT
WORK REQUEST LOG

This Section Completed By School

School Name: _____ School Phone Number: _____

Person Making Request: _____ Request Date: _____

Request Time: _____ Work Type: _____ Plumbing _____ Electrical _____ Carpentry _____ Other _____

Description of Problem:

Sign-In Time _____ Sign-Out Time _____

Maintenance Employee Assigned: _____ Date Assigned: _____

This Section Completed By Maintenance Employee

Requisition/PO#: _____

Work Completed By _____

Principal's Signature _____

Notes: _____

This Section Completed By Assigned Designee

Packing Slip/Receiving Ticket Signed and Attached: _____
Invoice Signed and Attached: _____