



YALE PUBLIC SCHOOLS – WORK ORDER FORM

SCHOOL REQUESTING SERVICE: _____

PERSON REQUESTING SERVICE: _____

SERVICE STATUS: EMERGENCY PRIORITY REPAIR

SERVICE REQUESTED: _____

ELECTRICAL HVAC MECHANICAL PLUMBING PREVENTATIVE OTHER

CAMPUS: _____ DEPARTMENT: _____

BUILDING: _____ ROOM: _____

SERVICE TO BE PERFORMED BY:

HEAD CUSTODIAN MAINTENANCE OTHER: _____

CUSTODIAL/MAINTENANCE USE ONLY

MATERIALS/PARTS USED/ORDERED: _____

ACTION TAKEN/RESULTS: _____

COMMENTS: _____

SERVICE STARTED: _____

DATE

TIME

SERVICE COMPLETED: _____

DATE

TIME

TOTAL TIME: _____

SIGNATURE OF PERSON COMPLETING SERVICE

Copy to: *Director of Buildings & Grounds*
 Building/Department
 Custodial/Maintenance

WORK ORDER #: _____

ASSIGNED TO: _____