

EAST ALLEN COUNTY SCHOOLS - OPERATIONS & MAINTENANCE  
JOB REQUEST ASSIGNMENT

DATE: \_\_\_\_\_ BUILDING: \_\_\_\_\_

DESCRIPTION OF WORK REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

CRAFT/S ASSIGNED TO: \_\_\_\_\_ DATE ASSIGNED: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
(NAME)

NEED: LIFT' \_\_\_\_\_ SCAFFOLD \_\_\_\_\_ HOW HIGH? \_\_\_\_\_ CAUSED BY: VANDALISM \_\_\_\_\_ NEGLECT \_\_\_\_\_

**FOR MAINTENANCE DEPT. USE ONLY:**

EST. COST FOR REPAIRS \_\_\_\_\_

PARTS OR MATERIAL ORDERED \_\_\_\_\_

OUTSIDE VENDOR CALLED \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

EACS Ma-1  
6/05(R)

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