



## MAINTENANCE WORK ORDER REQUEST

### Nenana City School District

<b>REQUESTER</b>	REQUESTER	PHONE/CONTACT INFORMATION	DATE
<b>WORK</b>	LOCATION OF MAINTENANCE WORK (including room number if applicable)		
	<input type="checkbox"/> 34001001 Nenana K12 School <input type="checkbox"/> 34001002 Nenana Gym <input type="checkbox"/> 34001003 Nenana Warehouse and Voc Ed		<input type="checkbox"/> 34001004 Nenana Living Center <input type="checkbox"/> 34001091 Nenana Administrative Building <input type="checkbox"/> Other: _____
	WORK REQUESTED <input type="checkbox"/>		PRIORITY <input type="checkbox"/> Emergency (5) <input type="checkbox"/> Safety & Health (4) <input type="checkbox"/> Important (3) <input type="checkbox"/> Routine (2) <input type="checkbox"/> Long Term (1)
	TARGET START DATE		ESTIMATED COST/HOURS
<b>MAINTENANCE STAFF USE</b>	FUNDING <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative <input type="checkbox"/> Janitorial <input type="checkbox"/> Maintenance		
	APPROVAL		
	EQUIPMENT OR BUILDING COMPONENT		
	WORK TYPE: <input type="checkbox"/> EM=Emergency Maintenance <input type="checkbox"/> GM=General Maintenance <input type="checkbox"/> CM=Corrective Maintenance <input type="checkbox"/> VM=Vehicle Maintenance <input type="checkbox"/> SR=Snow Removal, Nature <input type="checkbox"/> VN=Vandalism/Crime <input type="checkbox"/> AD=Administrative Labor <input type="checkbox"/> CP=Capital Project <input type="checkbox"/> EV=Event Report <input type="checkbox"/> PM=Preventive Maintenance <input type="checkbox"/> TN=Training <input type="checkbox"/> TR=Travel Time		
	WORK ORDER NUMBER (ASSIGNED BY SYSTEM)		
	STATUS IF NOT COMPLETE / COMMENTS		
	<input type="checkbox"/> APPR=Approved <input type="checkbox"/> CAN=Cancelled <input type="checkbox"/> DEFER=Deferred <input type="checkbox"/> INPRG=In Progress <input type="checkbox"/> WAPPR=Waiting for Approval <input type="checkbox"/> WMATL=Waiting for Material <input type="checkbox"/> WPCOND=Waiting for Plant Conditions <input type="checkbox"/> WSCH=Waiting to be Scheduled		DATE COMPLETED
<b>LABOR (DISTRICT STAFF)</b>			
PERSON		START DATE/TIME	END DATE/TIME
			HOURS:MINUTES
<b>MATERIALS AND SERVICES</b>			
DESCRIPTION		VENDOR	COST