

# LASSEN COUNTY OFFICE OF EDUCATION

## Work Order / Maintenance Request Form

*In the event an emergency arises and you are unable to contact an Administrator, please call LCOE at 530-257-7214.*

### Section I

*(Section I of this form is to be completed prior to submitting to your direct supervisor for approval).*

Building: \_\_\_\_\_ Room/Area: \_\_\_\_\_ Date \_\_\_\_\_

Describe the Work/Repair Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section II

*(Section II of this form is to be completed by the LCOE Administration)*

Priority:  Immediately  Within 2-3 Days  Next Week  
 Routine  School Break  Summer  
 Other

LCOE Administrator's Signature (Tom Jones) \_\_\_\_\_ Date \_\_\_\_\_

### Section III

*(Section III of this form is to be completed by Maintenance)*

Can the project be completed by LCOE Staff? (check one)  Yes  No

If checked NO above, what vendor will be completing the work? \_\_\_\_\_

Action Taken: \_\_\_\_\_

Receipts Attached:  Yes  No Date Completed: \_\_\_\_\_

If NOT able to complete reason why: \_\_\_\_\_

Task Completed by Signature (Arian Hart) \_\_\_\_\_ Date \_\_\_\_\_

LCOE Administrator's Signature (Tom Jones) \_\_\_\_\_ Date \_\_\_\_\_