

GALLIPOLIS CITY SCHOOLS

MAINTENANCE REQUEST

REQUESTED BY: _____

BUILDING: _____

POSITION: _____

DATE: _____

DESCRIPTION OF NEEDED REPAIR: _____

DATE COMPLETED: _____

BY: _____

(Please send all repair requests to the Central Office daily.)

NOTE: **Maintenance Summaries** are to be turned into the Superintendent by the Maintenance Supervisor on the next work day following each pay day.

Head Maintenance Worker will keep a record of all Maintenance Requests and repairs.