

Building Maintenance Work Order Request Form

Phone: 660-888-0259

E-mail: mficken@boonville.k12.mo.us

Date of Request Building/Location

Person making request Priority

Priorities:

- 1. Emergency, must be done now
- 2. Needs to be done ASAP
- 3. Perform as time and funds are available

Requested Maintenance

To be completed by maintenance department.

Checked \ Repaired by: