

FY 2020

# ST. FRANCIS INDIAN SCHOOL

## Maintenance Work Order

Date: \_\_\_\_\_ House No: \_\_\_\_\_ School Bldg Name \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**PROBLEM:** Check all that apply

Plumbing:	Windows:	Carpet:	Heating:	Stove:	Washer:
Lighting:	Floor:	Roof:	A/C:	Refrigerator:	Dryer:
Door:	Steps:		Electrical:	Cabinets:	Other:

**Describe problem:** (Details of location, type, size, etc. \*\*900 character limit\*\*)

Two ways to deliver after filling in top half: 1) Save file and attach to email;  
 send to loosahwe@sfisk12.org cc to fleadercharge@sfisk12.org  
 2) Printout work order and hand deliver to Leon Oosahwe

**\*\* STOP \*\* BELOW TO BE COMPLETED BY OPERATION & MAINTENANCE ONLY \*\*\*\*\***

Order Received by \_\_\_\_\_ Date: \_\_\_\_\_ **Work Order No:** \_\_\_\_\_

Work Preformed

Material Needed/Used

Cause of Problem

Repaired by \_\_\_\_\_ Date Finished: \_\_\_\_\_

Recommend to close ==> \_\_\_\_\_ Date: \_\_\_\_\_

Closed by Supervisor \_\_\_\_\_ Closed: \_\_\_\_\_

**Not For Billing**

Labor	_____
Materials	_____
<b>Total</b>	_____