



Wilkinson County School District Department of Education

Walter L. Atkins Jr., Superintendent
488 Main Street/ Post Office Box 785
Woodville, MS 39669



Maintenance Request Form

Date of Request: _____

Time: _____

School Requesting Service(s): _____

Room #: _____

Person Requesting Service(s): _____

Please be as detailed as possible when describing the service issue:

Service Requested: ☐ Air/heat ☐ Gas ☐ Electrical ☐ Lights ☐ Other

Description: _____

Principal's Signature: _____

*****Central Office Use Only*****

Time Spent in Building: Time In: _____

Time Out: _____

Date Service(s) Request Completed _____

Signature of Operations Director /Designee: _____