Na' Neelzhiin Ji Olta', Inc.

School Year 2023-2024

WORK REQUEST SHOP ORDER

BUILDING #: _____ **SHOP ORDER #:** _____

UTILITY: _____ **SCHOOL BUILDING**: _____ **OTHER:** _____

LOCATION ROOM #: _____ **PMO #:** _____

WORK REQUESTED:

*****FILLED BY MAINTENANCE PERSONNEL BELOW***

ENTER MATERIALS AND/OR SPECIAL EQUIPMENT USED, ACTION TAKEN (IF DIFFERENT FROM WORK REQUESTED

REQUESTOR:	***DATE SUBMITTED:***	***MAXIMO #:***	***ACT (/MATERIALS COST):***
DEPARTMENT:	***MAINT. REPRESENTATIVE:***	***ADDITIONAL PERSONNEL:***	***ACT. LABOR HOURS:***
PHONE #:	***AUTHORIZED BY:***	***DATE APPROVED:***	***DATE COMPLETED:***

DATE:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL HOURS