



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time*

## **MAINTENANCE WORK ORDER**

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ EAST UNION \_\_\_\_\_ INGOMAR \_\_\_\_\_ MYRTLE \_\_\_\_\_ WEST UNION

TEACHER NAME/ROOM NUMBER: \_\_\_\_\_

PLEASE CHECK ONE:

\_\_\_\_\_ MAINTENANCE WORK ORDER

**ASSET NUMBER IF AVAILABLE OF ITEM IN NEED OF REPAIR:**

**DESCRIPTION OF ISSUE** (BE SPECIFIC ABOUT THE ISSUE OR THE KIND OF TRAINING YOU ARE REQUESTING)

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PLEASE TURN THIS IN TO THE SCHOOL OFFICE. THE INFORMATION YOU PROVIDE ON THIS FORM WILL BE ENTERED INTO THE WORK ORDER SYSTEM. PLEASE ALLOW 5-7 DAYS FOR A RESPONSE. THANKS FOR YOUR PATIENCE AS WE TRY TO MEET EVERYONES TECHNOLOGY NEEDS.

FOR OFFICE USE ONLY:

DATE ENTERED INTO REMOTE LINK WORK ORDERS: \_\_\_\_\_

INITIALS OF PERSON MAKING ENTRY: \_\_\_\_\_