

GALENA PARK INDEPENDENT SCHOOL DISTRICT MAINTENANCE WORK ORDER REQUEST

Must be completed for all MAINTENANCE requests and/or repairs!

For after hour Emergencies- Please call 832-386-4999

To report an emergency call 832-386-4983. ALL OTHER WORKORDERS SHOULD BE SENT BY INTEROFFICE MAIL.

PLEASE SUBMIT A FORM PER EACH REQUEST!

Today's Date: _____

Urgent _____ Routine _____

Name of School/Dept. or Bldg.:

Location: _____ Rm# _____
(Problem area)

Request: _____

Requested By

Principal's Approval

{ For Departmental Use Only – Please DO NOT write in the space below. Thank you. }

PLEASE FORWARD TO APPROPRIATE DEPARTMENT

	FAX #		FAX#
Custodial Services	832-386-1425	Maintenance Department	832-386-4983
Environmental	832-386-4980	Security	832-386-1436
Facilities Planning	832-386-1445	Technology	832-386-1434
Grounds	832-386-2065	Transportation	832-386-2740

Comments:

W/O# _____

Assigned To: _____