

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

Maintenance and Operations Work Order Request

Please complete the form below and scan/send it to workorders@plusd.org.

Date: _____ School Site: _____

Requester's Name: _____

Room # _____ Building/Location _____

Is this an: **Emergency** **Safety** **Security Issue?** Circle One-if applicable

Please provide a detailed description of the work or service needed:

IMPORTANT: All work requests requiring changes or moves to the school site and Safety/Security concerns must have Principal/Administrator approval prior to forwarding this request to the Maintenance/Operations Department.

Principal /VP Signature: _____ Date: _____

Custodian's Signature: _____ Date: _____

Comments: _____
