



Building Maintenance Work Order Request Form

Phone: 605-856-8269

Date of Request: Building/Location:

Requester: Priority:

Priorities:

- 1 Emergency, must be done now.
- 2 Needs to be done ASAP.
- 3 Perform as time and funds are available.

Requested Maintenance:

Please complete this form and email to Cheryl.WirlWindSoldier@sintegleska.edu

To be completed by maintenance department.

Check/Repaired by: Completion Date:

Notes:

Supervisor Approval: _____

Date: _____