

**GRANT PARISH SCHOOL BOARD
MAINTENANCE DEPARTMENT
WORK REQUEST LOG**

This Section Completed By School

School Name: _____ School Phone Number: _____

Person Making Request: _____ Request Date: _____

Request Time: _____ Work Type: Plumbing Electrical Carpentry Other

Description of Problem:

Sign-In Time _____ **Sign-Out Time** _____

Maintenance Employee Assigned: _____ Date Assigned: _____

This Section Completed By Maintenance Employee

Requisition/PO#: _____

Work Completed By _____

Principal's Signature _____

Notes: _____

This Section Completed By Assigned Designee

Packing Slip/Receiving Ticket Signed and Attached: _____

Invoice Signed and Attached: _____