THE SCHOOL DISTRICT OF PALM BEACH COUNTY
FACILITIES SERVICES

Maintenance Requisition for Repairs

Date _____

School _____ School Number _____

Principal / Department Head _____ School PX _____

Contact Person _____ Contact PX _____ Fax PX _____

Assign a number to each item listed, beginning with the number one (1) for the first item on this requisition. Indicate location (Bldg. # and Room #) for each item. Provide a reasonably detailed description of the problem and/or the requested service needed. Fax completed form of non-emergency work request to Facilities Services at PX 27533 and this form will be returned with the work order number assigned.

WORK ORDER #	LOCATION	DESCRIPTION OF PROBLEM

PBSD 1881 (Rev. 06/30//2009) ORIGINAL - Building Mechanic COPY - Facilities Services COPY - School