

Maintenance / Custodial Work Request

Phone: 304-478-2866 Ext. 329

Date of Request: ____/____/____ Requesting Party_____

Work Location:_____

Description of work/repair:

Requested Priority:

☐ High - Must be done within 24 hours.

☐ Medium - Within the week.

☐ Low - When you get a chance.

For Maintenance Use Only:

Date Received: ____/____/____

Comment:

Completed By:_____ Date Completed:____/____/____