

Monroeville Local Schools  
Maintenance/Assistance Request Form

Building: \_\_\_\_\_ Reported By: \_\_\_\_\_

Date: \_\_\_\_\_ Room: \_\_\_\_\_

Request attention on the following items(s):

- Electrical                       Trash/Disposal                       Repair
- Sweep and Clean                       Other

Please explain problem in detail:

---



---



---



---

Principal \_\_\_\_\_ Supt. \_\_\_\_\_

.....  
To be filled out by Maintenance Supervisor and/or designee:

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

- Emergency                       High                       Medium                       Low

If Repaired/Repaired by: \_\_\_\_\_ Date: \_\_\_\_\_

Solution:

---



---



---

Work not related to repair:

---



---

Person notified of completion/status: \_\_\_\_\_ Date: \_\_\_\_\_