

JOHN A. FERGUSON SENIOR HIGH SCHOOL  
REQUEST FOR MAINTENANCE/CUSTODIAL SERVICE

From: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

Please check my room for the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For office use only:

Assigned to: \_\_\_\_\_ Zone Mechanic \_\_\_\_\_ Custodian Date: \_\_\_\_\_

Zone Mechanic or Custodian Response:

Work completed:  Yes  No Date of Completion: \_\_\_\_\_ By: \_\_\_\_\_

Work not completed because: \_\_\_\_\_

Work order assigned to Maintenance due to: \_\_\_\_\_

Follow up action requires: \_\_\_\_\_

AFTER COMPLETION PLEASE RETURN THE FORM TO MR. JERRY J. CLAY, JR., ASSISTANT PRINCIPAL

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