BEDFORD PUBLIC SCHOOLS

Appendix B

TOWN OF BEDFORD

WORK ORDER

REPAIR #

_____

DATE: _____ TIME: _____

☐ ROUTINE
☐ EMERGENCY
☐ VIOLATION
☐ PROJECT

_____
REQUESTED BY: ext.
_____
APPROVED BY: ext.

SCHOOL/BUILDING

MACHINE #

Room #

DESCRIPTION OF PROBLEM:

CREW ASSIGNMENTS:
- ☐ 00. MAINT. TECH.
- ☐ 01. HVAC TECH
- ☐ 02. CARPENTER
- ☐ 03. ELECTRICIAN
- ☐ 04. PLUMBER
- ☐ 05. PAINTER
- ☐ 06. CUSTODIAN
- ☐ 07. SUPERVISOR
- ☐ 08. DRIVER
- ☐ 09. SECRETARY
- ☐ 10. OTHER

CAUSE:
- ☐ 0. PM DIRECTED
- ☐ 1. PREV. MAINT.
- ☐ 2. FAILURE
- ☐ 3. VANDALISM
- ☐ 4. PROJECT
- ☐ 5. SAFETY
- ☐ 6. TRAINING
- ☐ 7. ADMINISTRATION
- ☐ 8.TOILET/DRAIN PROB
- ☐ 9. CIRCUIT BREAKER
- ☐ A. OTHER

LIST BELOW ACTUAL WORK DONE:	DONE BY: DATE:	INITIALS:	WORK TIME: HRS.	MIN.

MATERIALS

LINE	QUANTITY	DESCRIPTION	COST
		TOTAL:	

NOTES:

SUPERVISION USE ONLY

WAITING FOR PARTS	SCHEDULE
PURCH ORDER #:	START:
DATE ORDERED:	COMPLETE:
DATE RECEIVED:	REVIEWED:

White – facilities Dept./Yellow – Return to Issuer/Pink – School or Dept. Requesting