

**ST. DOMINIC CONGREGATION
MAINTENANCE / REPAIR REQUEST FORM**

**** PRINT THIS FORM ON PINK PAPER ****

PREPARED BY: _____

DATE: _____

DESCRIPTION OF MAINTENANCE / REPAIR NEEDED:

DATE NEEDED BY: _____

COMMENTS /NOTES: _____

SUBMIT REQUESTS TO SCHOOL PRINCIPAL or DIR. OF ADMIN. SERVICES

APPROVED BY: _____

DATE: _____

ANTICIPATED COST: _____ (Required if over \$100)

FOR MAINTENANCE DEPARTMENT USE:

DATE RECEIVED: _____

JOB REF. # _____

ASSIGNED TO: _____

DUE DATE: _____

DATE COMPLETED: _____

COSTS INCURRED: _____

COMMENTS /NOTES: _____