

# GALENA PARK INDEPENDENT SCHOOL DISTRICT MAINTENANCE WORK ORDER REQUEST

Must be completed for all MAINTENANCE requests and/or repairs!

**For after hour Emergencies- Please call 713-875-6096**

To report an emergency call 713-450-9058. ALL OTHER WORKORDERS SHOULD BE SENT BY INTEROFFICE MAIL.

PLEASE SUBMIT A FORM PER EACH REQUEST!

Today's Date: \_\_\_\_\_

Urgent \_\_\_\_\_ Routine \_\_\_\_\_

Name of School/Dept. or Bldg.:

\_\_\_\_\_

Location: \_\_\_\_\_ Rm# \_\_\_\_\_  
*(Problem area)*

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Requested By*

*Principal's Approval*

**{ For Departmental Use Only – Please DO NOT write in the space below. Thank you. }**

PLEASE FORWARD TO APPROPRIATE DEPARTMENT

	FAX #		FAX#
Custodial Services	832-386-1425	Maintenance Department	713-450-9054
Environmental	713-450-9054	Security	832-386-1436
Facilities Planning	832-386-1445	Technology	832-386-1434
Grounds	713-450-9103	Transportation	832-386-2740

Comments:

\_\_\_\_\_  
\_\_\_\_\_

W/O# \_\_\_\_\_

Assigned To: \_\_\_\_\_