

**Maintenance Work Order**

Select Location: Franklin County School  
District Administrative Offices  
Franklin County Learning  
Pre-Kindergarten  
Transportation  
Other \_\_\_\_\_

Building Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

**Structure**

Warping in columns, beams, structural walls, floors, and roof structure Rusting of metal structural components

**Roofing**

Coverage, flashing, gutters, down-spouts

**Building Exterior**

Exterior walls, exterior windows, exterior doors, corridor railings and posts

**Building Interior**

Floor covering, ceiling, interior doors, interior windows

**Plumbing**

Water supply, water store, fixtures, waste collection

**Electrical**

Service entrance cable, main panel box, circuits & conductors, outlets & switches, interior lighting, exterior lighting, electrical equipment

**Grounds**

Courtyards, sidewalks & walkways, parking lots, retaining walls, gardens, fencing

**Furniture & Equipment**

**Problem Description:**

---

---

Job requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Maintenance Department Use Only**



Assigned to: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Purchase Orders/tickets required: Yes No Numbers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_