



# ZONE MECHANIC REQUEST FOR SERVICE

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Administrator)

From: \_\_\_\_\_ Room/Area: \_\_\_\_\_

Time classroom is vacant: \_\_\_\_\_

Please check my room for the following:

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Air Temperature | <input type="checkbox"/> Clock         | <input type="checkbox"/> Flooring    | <input type="checkbox"/> Touch-up Painting |
| <input type="checkbox"/> AN              | <input type="checkbox"/> Door Lock     | <input type="checkbox"/> Lights      | <input type="checkbox"/> Pencil Sharpener  |
| <input type="checkbox"/> Bathroom        | <input type="checkbox"/> Exposed Wires | <input type="checkbox"/> Outlets     | <input type="checkbox"/> Security Alarm    |
| <input type="checkbox"/> Cabinets        | <input type="checkbox"/> Fire Alarm    | <input type="checkbox"/> P.A. System | <input type="checkbox"/> Sink              |

Other: Description, Comments, Additional Items: \_\_\_\_\_

(Please write or print plainly, giving as much detail as possible.)

This form must be approved by an administrator or designee before it is forwarded to the Zone Mechanic.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

### BELOW THIS LINE FOR ZONE MECHANIC USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Request Was Completed: \_\_\_\_\_ Date Parts Ordered: \_\_\_\_\_

#### Request for Service sent to Maintenance Satellite via:

- Telephone: emergency W/O#: \_\_\_\_\_
- Written W/O request: attached for school site administrator to authorize and forward to the maintenance satellite. School Request #- \_\_\_\_\_
- Warranty Trouble Form: forwarded to the Department of Facilities Design & Quality Control. Copy attached.

Comments/Status/Follow-up Action: \_\_\_\_\_