

INTER-OFFICE CORRESPONDENCE
John Muir Middle School
MAINTENANCE REQUEST FORM
2008-2009

Operations Administrator *B. R. Esquivel* Date _____

Person Requesting Maintenance _____ Room# _____

Office/Campus Area Requiring Maintenance _____

Please place this form in the Plant Manager's mail box located in the main office.

Check all that apply. I am requesting the following service:

- _____ 1. Chairs to be replaced (Need all the same color)
- _____ 2. Tables to be removed
- _____ 3. Chairs/desks to be removed
- _____ 4. Graffiti to be removed
- _____ 5. Additional student desks (list number need _____)

Additional service request not listed:

*Note: Plant Manager checks his mail box daily and will respond to all requests within a reasonable time frame.

Do not write below the line For office use only Do not write below the line

Date/Time request given to Plant Manager _____

Date/Time "Trouble call" made _____ Person Making Trouble Call _____

Call Reference# _____

The problem was resolved in the following manner:

Date request resolved: _____

Signature of Plant Manager


Tear-Off Response to Requesting Party

To: _____ Date: _____

Room#/Office: _____

Your recent request for maintenance was resolved as follows:

Signature of Operations Administrator

Approved: M. Olivo 

White- Administrator

Green- Plant Manager

Pink- Teacher