

WOODBURY HEIGHTS ELEMENTARY SCHOOL

100 Academy Avenue

Woodbury Heights, New Jersey 08097-1499

MAINTENANCE REQUEST

Service Requested By: _____

Date: _____

General Maintenance

- Set Clock
Repair Door
Repair Window
Repair Lock
Repair Shade
Repair Furniture
Move Furniture
Other

Plumbing

- Faucet Leak
Fountain Leak
Clogged Drain
Toilet
Urinal
Other

Electrical

- Replace Bulb
Replace Switch
Loose Wire
No Power
Other

OTHER: _____

MAINTENANCE STAFF ONLY

Can request be completed by district staff? Yes No

If Yes, do materials need to be purchased? Yes No

If Yes, what materials? _____

Administration Signature for Purchase: _____

If No, what contractor should be contacted to complete the job/service?

- Powell's Plumbing
All Pro Electric
Cooltech Corp.
Simplex Time Recorder
Burns Locksmith
1st Westco Corp.
The Glasshouse
Other

Date of Completion of Request: _____

Maintenance Staff Signature: _____

Principal's Signature: _____

WHITE - Requester YELLOW - Maintenance PINK - Board Office GOLDENROD - Principal