

**WASECA PUBLIC SCHOOLS**  
**I.S.D. #829**  
**STAFF WORK ORDER REQUEST FOR**  
**REPAIR & MAINTENANCE OF EQUIPMENT & FACILITIES**  
(All requests must go through the building Principal/Program Administrator)

Please complete this form when requesting repairs and maintenance of equipment or facilities.  
Please mark (X) responsible person.

\_\_\_\_\_ Jeanne Swanson – Waseca Junior & Senior High School (Mike Buker)  
\_\_\_\_\_ John Huttemier - Waseca Intermediate School (Steve Russell)  
\_\_\_\_\_ Ben O’Brien – Hartley (Tim Johnson)  
\_\_\_\_\_ John Stenzel – Buildings & Grounds  
\_\_\_\_\_ John Stenzel – Central Building (Jim Hill)

Date of Request: \_\_\_\_\_ Date to be Completed: \_\_\_\_\_

Description of Request: (Please be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Times of Day Area Is Not In Use: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Name)

SCHOOL BLDG.: \_\_\_\_\_ ROOM #: \_\_\_\_\_

**BUILDING PRINCIPAL/PROGRAM ADMINISTRATOR’S OFFICE USE ONLY**

Temporary Approval: \_\_\_\_\_ YES \_\_\_\_\_ NO DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**TO BE COMPLETED BY MAINTENANCE DEPARTMENT**

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Time Spent: \_\_\_\_\_ hours \_\_\_\_\_ minutes

Parts Needed: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Date of Completion: \_\_\_\_\_