



School District 84
Vancouver Island West

Operations Department
Box 100, Gold River, BC VOP 1G0
Phone: 250-283-2241 Fax: 250-283-7352

Operations Department Work Request

FACILITY: _____	REQUEST DATE: _____
LOCATION IN FACILITY: _____	SCHOOL REQUEST # _____

Please fax this work order to 250-283-7352. Thank you.

All requests for maintenance must be submitted on this form, signed by the principal, and sent to the Operations Department for approval by the Operations Supervisor.
Emergency and Safety Work Orders may be phoned in. Please fax any phone-in Work Requests to 250-283-7352. If you have any questions, need assistance or information, please do not hesitate to call *Peter or Maureen at 250-283-2241 or fax us at 250-283-7352.*

DESCRIPTION OF WORK: (Only one item per request, please.)

Date Requested By: _____	Originator: (Please Print) _____	Authorization Signature: _____
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OPERATIONS DEPARTMENT USE ONLY

Approved: Yes No

Employee Assigned: _____

Estimated Completion Date: _____

WORK ORDER # _____

- Priority:** _____
- 1—Emergency
 - 2—Complete Today
 - 3—Complete This Week
 - 4—Complete As Time Permits
 - 5—Next Trip
 - 6—Complete By Target Date
 - 7—From Work Log
 - 8—Work Already Completed
 - 11—Standing Work Order

Faxed Back To: _____

Date Faxed: _____

Originator

Principal

Operation Supervisor Signature: _____