



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 Teacherage Work Request

All requests for teacherage maintenance must be submitted on this form, signed by the Joint Housing Committee Representative, and sent to the Operation Supervisor for approval. Emergencies should be phoned in to the Operations Department at 250-283-2241 and the Work Request should follow by fax to 250-283-7352. Thank you.

Requested by: _____ Date Requested: _____

Teacherage # _____ Teacherage Address: _____

Joint Housing Committee Representative: _____

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

Date Requested By: _____

Joint Housing Liaison Signature: _____

OPERATIONS DEPARTMENT USE ONLY

Approved: Yes No

Employee Assigned: _____

Estimated Completion Date: _____

WORK ORDER # _____

Date Faxed Back To: _____

Originator
Principal

Priority: _____

- 1—Emergency
- 2—Complete Today
- 3—Complete This Week
- 4—Complete As Time Permits
- 5—Next Trip
- 6—Complete By Target Date

Operation Supervisor Signature: _____