

**Bloomer School District**  
**Maintenance / Custodian Work Order**

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Task to be completed (attach diagram or other description as necessary):

Preferred completion date / rationale for completion date:

*Complete this form and return to your building principal.*

*For administrative use only:*

Date received \_\_\_\_\_

*Approved*

*Not Approved - Reason:*

Principal's Signature \_\_\_\_\_

Work order assigned to: \_\_\_\_\_

Date work order assigned: \_\_\_\_\_

*For maintenance / custodial use only:*

*Work Completed*

*Work Not Completed – Reason:*

Maintenance / Custodian Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Return this form to the assigning building principal upon work completion or denial of request.  
Use the back of this form to provide additional information.*

