

**A.E.R.O. SPECIAL EDUCATION COOPERATIVE
MAINTENANCE SERVICE REQUEST**

INSTRUCTIONS: **Employee:** Complete Section I, keep one copy and forward to Program Supervisor.
 Program Supervisor: Complete Section II, keep one copy and forward one copy to Maintenance Department.
 Maintenance Department: return one copy of form to Program Supervisor upon completion of assignment.

SECTION I: To be completed by Employee requesting service

Date: _____

Employee name: _____

Type of work requested:

- Electrical Mechanical Janitorial Other
- Move Equipment Dispose of Equipment (Asset Tag # _____, if applicable)
- Board Room Set-up: Choose Option from Board Room Seating Chart (see document on website):
- 4 Block 6 Block Classroom (6 Table) Classroom (9 Table)
- Workstation Theatre Auditorium U Shape
- Chevron Other _____

Priority: Urgent Routine Time Limit _____

Description of Service Requested:

SECTION II: To be completed by Supervisor/Principal/Administrative Staff

Action Taken: Returned to Author of Request Date _____

Forwarded to Maintenance Date _____

Priority: Urgent Routine Time Limit _____

Remarks: _____

Approved by: _____ Date _____

SECTION III: To be completed by Maintenance Department

Date Completed: _____

Remarks: (Cost, hours of labor, materials used, etc.)

Signed by: _____