

# Covington Community School Corporation

"Home of the Trojans"

601 Market Street

Covington, Indiana 47932

Phone: 765.793.4877/Fax: 765.793.5209

Website: [www.covington.k12.in.us](http://www.covington.k12.in.us)

Twitter: @ccsctrojans1

**Kevin Smith Ed.D**

Superintendent

**Trudie Dillon**

Corporation Treasurer

**Cathy Smith**

Administrative Assistant

## Maintenance Work Order Request

**Date Submitted:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Building:** CHS \_\_\_\_\_ CMS \_\_\_\_\_ CES \_\_\_\_\_ Annex \_\_\_\_\_ MS Gym \_\_\_\_\_ Athletic Complex \_\_\_\_\_ Other \_\_\_\_\_

**Room Number/Location:** \_\_\_\_\_

**Description of Work Requested:**

**Approved by Building Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For District Office Use:**

**Cost Estimates:** Labor \_\_\_\_\_ Material \_\_\_\_\_ Other \_\_\_\_\_

**Maintenance Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Maintenance Scheduled As:** Emergency \_\_\_\_\_ Priority \_\_\_\_\_ General \_\_\_\_\_

**Account:** \_\_\_\_\_