

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

Twitter: @ccstrojans1

Kevin Smith Ed.D
Superintendent

Vicki Jones
Treasurer

Mike Howard
Operations Director

Cathy Smith
Administrative Assistant

Maintenance Work Order Request

Submitted By: _____

Date Submitted: _____

Building:

CHS -

CMS -

CES -

Annex -

MS Gym -

Complex -

Room # / Location: _____

Description of Work Requested:

Approved by Building Principal: _____ Date: _____

[FOR DISTRICT OFFICE USE]

Maintenance Staff Member: _____ Date: _____

Approved By Superintendent: _____ Date: _____

Maintenance Scheduled As:

General -

Priority -

Emergency -

Cost Estimates:

Labor: \$ _____ Other: \$ _____

Material: \$ _____

Account: _____