



THE **LAWSON** ACADEMY

Maintenance Work Request

Date of Request: ____/____/____ Requesting Party: _____

Authorized By: _____

Work Location: _____

Description of work/repair: _____

Requested Priority:

High - Must be done within 24 hours. Medium - Within the week.

Low - When you get a chance.

For Office Use Only:

Date Reviewed: ____/____/____ Priority Assigned: _____

Authorized By: _____

Comment: _____

Date Work Completed: ____/____/____ Number of Days to Complete: _____

Work Assigned To: _____