

Maintenance/Custodial/Grounds Request Form

Richmond County Public Schools

Maintenance Request:

From: _____ Date _____

Principal/Asst Principal/Director/ Administrator: (Date/Time) _____
Custodian _____ Maintenance _____ (Send maintenance requests to Mrs. Rice. Mr. Forrest will pick up requests from Mrs. Rice.

Central Office Review/Assignment (Janet Rice) Request Number _____
Date _____

Maintenance Dept Action taken

Hours worked and cost in parts/materials/receipts attached

Date Req Rcvd: _____ Date Work Began: _____

Date Work Comp: _____ Return form to Mrs. Rice.

Remarks:

Validation of Completion:

Principal/Asst Principal Date/Time: _____

Asst. Superintendent Review Date/Time _____

Superintendent Review Date/Time _____