

# SPRINGLAKE-EARTH ISD MAINTENANCE REQUEST

*\* ANY MAINTENANCE REQUEST BEYOND THE NORMAL WILL NEED TO BE PRINTED AND SIGNED BY A BUILDING PRINCIPAL FOR APPROVAL AND THEN TURNED IN TO THE MAINTENANCE DEPARTMENT.*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Requested:

## Location:

Administration Office

Ag Shop

Auditorium

Band Hall

Cafeteria

Elementary/Jr. High  
Room # \_\_\_\_\_

Elementary Gym

Field House

High School  
Room # \_\_\_\_\_

High School Gym

Jr. High Gym

Library

Technology Building  
Room # \_\_\_\_\_

Other:

Needed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY MAINTENANCE DEPARTMENT

Action Taken:

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE EMAIL FORM TO DUSTY YEAGER  
AT [DYEAGER@SPRINGLAKE-EARTH.ORG](mailto:DYEAGER@SPRINGLAKE-EARTH.ORG)