

Three Rivers Waldorf School
Maintenance Request Form
(Facilities Form- 2)

Name: _____ Room: _____

Date Submitted: _____

Request: _____

Is this an Emergency? _____

If so, the Caretaker will address it immediately. If not, please list times that
the room is not in use and available for work: _____

Date resolved: _____ Thank You

Maintenance Requests Policy

Purpose: To get unscheduled maintenance or repairs done, work requests need to be in writing in order to allow the caretaker to make adjustments in the work schedule and to have a written record of what repairs were done.