

**Wewoka Public Schools
Work Order**

Name of Individual Requesting Work

Location: Building, Classroom, Athletic Facility

Date of Request

Work Requested:

Principal's Signature

Date

Work to be completed by:

- _____ Building Custodian - Keep in Building
_____ Maintenance Department - Send to Ms. Gammill
_____ Computer Repair - Send to LeAnna

Ms. Gammill/LeAnna's Signature

Date

Work completed by:

Signature

Date

Copy Distribution
Type of Request

Building Custodian

Principal
Custodian

Maintenance Department

Principal
Maintenance Director

Computer Repair

Principal
LeAnna