

Berlin Central

School District

Building and Grounds Department, P.O. Box 259, 53 School Street, Berlin, New York 12022

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Superintendent of Buildings
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WORK REQUEST

Request Date: _____ Requested By: _____

Building: _____

Room or Area: _____

Work to Be Performed:

Date You Would Like Completed By: _____ ASAP (please circle)

Building Administrator's Approval: _____ Date: _____

For Internal Building & Grounds Office Use Only

Superintendent of B&G Approval: _____ Date: _____

Work Order Number Assigned: _____ Employee Initials: _____

Date Work Completed: _____

Action Taken: _____

Comments: