

**MAINTENANCE REQUEST**

**HURON CITY SCHOOLS**  
712 Cleveland Road East  
Huron, OH 44839

DATE OF REQUEST: \_\_\_\_\_ TIME: \_\_\_\_\_

SCHOOL REQUESTING SERVICE: \_\_\_\_\_

PERSON REQUESTING SERVICE: \_\_\_\_\_

SERVICE REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SERVICEMAN: \_\_\_\_\_

TIME SPENT IN BLDG: TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

DATE SERVICE REQUEST COMPLETED: \_\_\_\_\_

*white - Central Office*

*canary - School Files*

*pink - Director of Maintenance*

*goldentrod - Serviceman*