



WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT



MAINTENANCE REQUEST FORM

Requested by: _____

Date: _____

School Year

(needs to be done between Sept. to May)

Summer – must be turned in by Feb. 28th

Birnamwood Ele/Mid School

Wittenberg Ele/Mid School

High School

Nature Center

Bus Garage

Aquatic Center/Weight Rm

Location / Room # _____

Work need to be done: _____

Principal/Supervisor Approval: _____

High Priority

Date: _____

Medium Priority

Comments: _____

Low Priority

Large / Expensive Maintenance Request

Mr. Rogowski's Approval: _____ Date: _____

Comments: _____

Dan Johnson Fax # 715-253-3863 Date Received: _____

Approved

Comments: _____

Not Approved

Priority Preference (1 low -- 10 high): _____

Work Completed by: _____ Date Completed: _____

Comments: _____

Dan Johnson's Initials of Completion: _____ Date: _____