**Sacramento City Unified School District**

**Maintenance Use Only**

**Work Order Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Work Order Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimate Request**

**Date to Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Refer to Planning & Construction**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilities / Maintenance Department**

WORK ORDER / ESTIMATE REQUEST FORM

Regular Maintenance Capital Improvement  Chargeable Cost

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | Site Code | Bldg. | Room | Date       /     / |
| Requested by: | | Site Administrator Signature: | | |
| Charge to:       /     /     /     /     /     /     /     /     /       /     /     /     /     /     /     /     /     / | | | | |
| Description: | | | | |

**SEND FORM TO FACILITIES / MAINTENANCE DEPARTMENT BOX 0822**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITES / MAINTENANCE & BUDGET USE ONLY**

**Trade Shop**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AC/HT | AS | CA | EL | ET | GZ | LA | PB | PL |
|  |  |  |  |  |  |  |  |  |
| Date Estimate Received: | | | Date to Budget: | | | Maintenance Approval: | | |
| Total Estimate Cost: | | | Budget Approval: | | | Budget Approved Date: | | |