



# School District 84 Vancouver Island West

Operations Department  
Box 100, Gold River, BC VOP 1G0  
Phone: 283-2241 email: [lunger@viw.sd84.bc.ca](mailto:lunger@viw.sd84.bc.ca)

## Operations Work Order Request

**FACILITY:** \_\_\_\_\_ **REQUEST DATE:** \_\_\_\_\_

**LOCATION IN FACILITY:** \_\_\_\_\_ **SCHOOL REQUEST #** \_\_\_\_\_

Please email to [lunger@viw.sd84.bc.ca](mailto:lunger@viw.sd84.bc.ca)

Please submit all requests for maintenance on this form, signed by the Principal and sent to the School Board Office for approval and routing by the Superintendent. Please call Lynne Unger 250 283-2241 ext 221 if you have any questions about Work Orders.

Description of work request:

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Date Requested by:                      Originator:                      Principals Authorization

### OPERATIONS DEPARTMENT USE ONLY

**Priority:** \_\_\_\_\_

**Approved:** Yes \_\_\_ No \_\_\_

**Assigned to:** \_\_\_\_\_

**Estimated Completion Date** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

- 1- Emergency
- 2- Complete Today
- 3- Complete This Week
- 4- Complete as Time Permits
- 5- Next Trip
- 6- Complete by Target Date
- 7- Work Already Completed
- 8- Standing Work Order