



School District 84
Vancouver Island West

Operations Department
Box 100, Gold River, BC VOP 1G0
Phone: 283-2241 email: egjesdal@viw.sd84.bc.ca

Operations Work Order Request

FACILITY: _____ **REQUEST DATE:** _____
LOCATION IN FACILITY: _____ **SCHOOL REQUEST #** _____

Please email to egjesdal@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 Ellena Gjesdal 250 283-2241 ext 5 if you have any questions about Work Orders.

Description of work request:

Date Requested by: _____ Originator: _____ Principals Authorization _____

OPERATIONS DEPARTMENT USE ONLY

Approved: Yes ___ No ___

Assigned to: _____

Estimated Completion Date _____

Authorized Signature _____

Priority: _____

- 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