



FACILITIES WORK REQUEST

(over \$2,500)

SCHOOL NAME: _____ WORK ORDER #: _____

- For maintenance work estimated ***over \$2,500*** and all minor renovations, capital work, and school funded work.
- Routine requests for maintenance, deliveries, security or key cutting should be submitted through Web Work.
- Emergency requests should be telephoned to the maintenance shop.
- **FAX to 604-939-6400 OR send by MAIL BAG to Facilities at the Board Office.**

JOB DESCRIPTION	
Proposed Funding Source	Approval of Work
_____ Account #: _____ _____ School Funds – Invoice _____ PAC _____ Other _____	Signature of Principal: _____ Date: _____

FACILITIES USE ONLY	
<i>If account code is RECOVRBL or FUNIMP, highlight in yellow and send RECOVRBL or FUNIMP approval memo with estimate to principal or other Approval Authority for account number and signature. Memo located at my43/departments/facilities/internal/Shared Documents/Facilities Forms/RECOVRBL or FUNIMP approval.doc.</i>	
Date received: _____ <i>✓ highlight space if applicable</i> _____ RECOVRBL or FUNIMP Approval Rec'd & Att'd _____ Asbestos Assessment _____ Capital Funding _____ Zone Functional Improvement Account _____ Maintenance Funding Notes: _____ _____ _____	<div style="text-align: right; font-size: small;"> <i>RECOVRBL or FUNIMP see instructions above</i> </div> <div style="text-align: center; margin-top: 10px;"> <i>(Web Work Instructions in brackets)</i> ACCOUNT CODE: </div> <div style="margin-top: 5px;"> <i>(Change to Status 6 – WEST)</i> Labour: \$ _____ Material: \$ _____ Contract: \$ _____ Total Estimate: \$ _____ </div> <div style="margin-top: 5px;"> <i>(Change to Status 5 – WTAPPR)</i> ASST DIR OF OPERATIONS: _____ </div> <div style="margin-top: 5px;"> <i>(Change to Status 4 – APPR)</i> DATE APPROVED: _____ <i>(Enter approval date in charges)</i> TO MAINTENANCE: _____ </div>