

**Coloma Community Schools
Outside Maintenance Request Form**

Date: _____

Building & Location: _____

Item to be repaired/replaced/installed: _____

Reason for request & justification: _____

Priority: (1 is the highest priority) 1 2 3 4 5

Signature of Building Administrator

Date

- Upon completion of this form, please forward to Roger Arndt.
- This form is designed to be used for non-emergency or items that are not of immediate safety concern. If an item falls into this category, contact Roger Arndt immediately.