



# NOTUS SCHOOL DISTRICT 135

20250 PURPLE SAGE ROAD  
PO BOX 256  
NOTUS, IDAHO 83656  
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**Jen Wright**  
Elementary Principal  
Federal Programs Director  
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**Tana Kellogg**  
Superintendent  
Jr-Sr High Principal  
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**Alicia Krantz**  
Business Manager  
District Clerk  
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## MAINTENANCE WORK REQUEST FORM

\_\_\_\_\_  
Person Requesting Work

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room # or Area

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Section to be completed by administrator*

Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

Priority: Immediately    Within Week    Routine    Summer or Break

*Section to be completed by Maintenance Supervisor*

Can this job be completed by Notus School District Staff        Yes        No

If checked No above what vendor will be completing the work? \_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

Date Completed: \_\_\_\_\_

If Not able to complete reason why: \_\_\_\_\_

\_\_\_\_\_  
Maintenance Supervisor Signature

\_\_\_\_\_  
Date