

Date Received: \_\_\_\_\_

FSR#: \_\_\_\_\_ FUR#: \_\_\_\_\_

WR#: \_\_\_\_\_

# KAMEHAMEHA SCHOOLS MAUI Work Request

## To be completed by Requestor

\*Today's Date: \_\_\_\_\_

\*Requested By: \_\_\_\_\_

\*Required By: \_\_\_\_\_  
(Date) (Time)

\*Location Requested: \_\_\_\_\_

Event/Function: \_\_\_\_\_  
(Event Name) (Date) (Time)

\*Required Information

.....  
**Service Requested** (Please be specific and include complete information):

**Air Conditioner:** Start Time: \_\_\_\_\_ am pm End Time: \_\_\_\_\_ am pm

**Set-up:** \_\_\_\_\_  
\_\_\_\_\_

**Tech. Support:** \_\_\_\_\_  
\_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Security:** \_\_\_\_\_  
\_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Repair/Maintenance:** \_\_\_\_\_  
\_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor/Principal Signature) (Print Name)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Operations Dept.) (Print Name)

Request Approved

Request Denied Reason:  Late  Incomplete  Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_

Entered in DB: \_\_\_\_\_

Distributed: \_\_\_\_\_