

Gaston Maintenance Request Form 24 - 25

Thank you for using Gaston School District's maintenance request form. Here, staff members can fill out a work order form for facilities issues they may be experiencing. Please begin by providing your name, the date, and where you are located:

* Indicates required question

1. Email *

2. Name: *

3. Location (e.g., HS 111 or Elem 10): *

4. Is this a facility, maintenance, or event request? *

Check all that apply.

☐

Facility: Janitorial or cleanliness request.

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Maintenance: Something is broken, something hung on a wall, in need of repair, or moved.

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Event? Club meeting, a program or something that will require extra attention.

Describe your problem

Make sure to describe the issue or request completely.

Please use as much detail as possible when explaining your issue. Do not say "it doesn't work", Or "Jan's desk". I need to know what room and where in the room.

If this is an event please describe your needs. Chairs or tables and how many? special set up and or take down that will be required for the event.

Sometimes a verbal full description can get the point across better. If that is the case let me know here as well.

5. Description (in as much detail as possible): *

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