

**CLEANING/MAINTENANCE WORK ORDER REQUEST FORM  
ST. JOHNSBURY SCHOOL DISTRICT**

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**Staff Member's Name/Date of Request**

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**Room Where Cleaning or Repair is Needed**

**Please describe the work that you are requesting:**

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**Has this request been submitted before? (Circle one.)      Yes      No**

**If yes, please indicate the date of your previous request: \_\_\_\_\_**

**PLEASE SUBMIT THIS REQUEST TO TOM MCCAFFREY IN THE CENTRAL OFFICE.**

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**Tom McCaffrey/Date Received**