

Central Arizona Valley Institute of Technology

Work Order

1. After completion of form, please deliver to Business Manager.
2. All emergency, safety and/or security issues are to be communicated to superintendent immediately.

Date: _____ Teacher: _____

Lighting

Bulb out []
 Flickering []
 Noisy []
 Location _____

Heating and Cooling

No heat []
 No cooling []
 Noisy unit []
 Location _____

Plumbing

Fixture (any type) plugged []
 Fixture (any type) loose []
 Toilet will not shut off []
 Toilet will not flush []
 Location _____

Electrical

Receptacle loose []
 Receptacle cracked []
 Receptacle not working []
 Switch not working []
 Switch damaged []
 Location _____

Computer

Windows will not load []
 Broken disc drive []
 Computer "freezes" []
 Internet cannot be accessed []
 Network drive not available []
 Computer # _____

Projector

Projector bulb broken []
 Projector will not run []
 Location _____

Vandalism

Graffiti []
 Building damage []
 Grounds damage []
 Location _____

Doors

Damaged []
 Loose hardware []
 Will not self close []
 Location _____

Faucet drips []
 Faucet will not turn off []
 Faucet will not turn on []
 Urinal does not work []
 Location _____

Communication

Phone doesn't work []
 Can not hear PA []
 Fire Alarm bell broken []
 Location _____

Printer

Paper jams in printer []
 Print jobs will not print []
 Print cartridge needed []
 Location _____

Bus

Starting issue []
 Low tire pressure []
 Heating or cooling issue []

Other: Please provide any other relevant information or give a brief description of problem not listed above as well as the location
