


# HAZARD and MAINTENANCE REQUEST FORM

Complete the following form – route the form to the person listed at the bottom for your location. Please circle the name of the person you are routing to.

Please mark the appropriate request and forward a copy to Barb Kiefer, Finance and Administrative Clerk:

SAFETY HAZARD  dangerous with a high probability of injury and/ or life threatening  
(Report to director for immediate attention)

MAINTENANCE REQUEST- check level of priority

1. \_\_\_ High Priority: evaluate within 1 day of request, repair within 2 weeks
2. \_\_\_ Medium Priority: evaluate within 3 days of request, repair within 1 month
3. \_\_\_ Low Priority: evaluate within 5 days of request, repair within 3 months

Description of Request

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Location of Work Task:

Building Location \_\_\_\_\_

Location of Work \_\_\_\_\_

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

Phone Number can be reached at if questions: \_\_\_\_\_

Date of Request \_\_\_\_\_

Task Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments \_\_\_\_\_

## SITE/LOCATION

Kendall  
Albion UPK  
Medina Center  
Batavia Head Start  
Albion HS Administration Office (401 E. State St)  
Albion HS Administration Office (401 E. State St) – OUTSIDE BLDG  
Albion Administration Building (409 - 411 E. State St)- HS and upstairs  
EOCC (Public Square, Holley)  
Main Street Store (Main St, Albion)  
ACT/CCRR (113 E State St)  
Batavia Building (except Head Start)

## ROUTE TO:

Christina Robertson  
Christina Robertson  
Christina Robertson  
Cheryl Bartz  
Christina Robertson  
Annette Finch  
Annette Finch  
Annette Finch  
Annette Finch  
Jan Albanese  
Annette Finch

