

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:

_____ SAFETY HAZARD -- if this is checked forward a copy to the Safety Action Team Secretary
(Diane Bechteler – Fiscal Office)

_____ MAINTENANCE REQUEST

Description of Request

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)

Includes HS and upstairs

EOCC (Public Square, Holley)

Main Street Store (Main St, Albion)

ACT/CCR (113 E State St)

Batavia Building (except Head Start)

ROUTE TO:

Julie McAdoo

Julie McAdoo

Julie McAdoo

Julie McAdoo

Julie McAdoo

Andy Ebbs/Annette Finch

Andy Ebbs/Annette Finch

Andy Ebbs/Annette Finch

Andy Ebbs/Annette Finch

Jan Albanese

Annette Finch