

**KINSLEY-OFFERLE U.S.D. #347
MAINTENANCE, REPAIR OR CONSTRUCTION REQUESTS**

NAME: DATE:

LOCATION OF PROJECT

DESCRIPTION OF WORK TO BE DONE

ESTIMATED COST OF PROJECT (attach copies of bids if obtained)

WORK CAN BE DONE BY: DISTRICT CUSTODIAL STAFF OUTSIDE CONTRACTOR

WORK CAN BE DONE: DURING SCHOOL DAY AFTER SCHOOL HOURS DURING THE SUMMER

STATEMENT OF NEED:

FOR ADMINISTRATIVE USE ONLY

APPROVE: _____ DISAPPROVE _____ DATE _____
COMMENTS:

Principal's Signature: _____

APPROVE: _____ DISAPPROVE _____ DATE _____
COMMENTS:

Superintendent's Signature: _____