

K-12 Facilities Repair Order Template



Keep your school facilities in top shape with this easy-to-use template. Perfect for K-12 schools, track and manage repairs quickly so every space stays safe and ready for learning.

Requester information

Teacher / Staff Name	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone Extension	
<input type="text"/>	<input type="text"/>	
Requested Completion Date		
<input type="text"/>		

Request Details

School Location/Building Name	Room/Area
<input type="text"/>	<input type="text"/>
Equipment/Asset Description	
<input type="text"/>	
Repair Type	
<input type="text"/>	
Preferred Time for Service	Urgency Level
<input type="text"/>	<input type="text"/>

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Assignment Information

Facility Manager Assigned

Technician Assigned

Date of Assignment

Expected Completion Date

Administrator Approval

Work Details

Description of Work Completed

Additional Comments or Notes

Labor Hours Spent

Total Cost of Work

Materials Used