

# 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

Email

Phone Extension

Requested Completion Date

## Request Details

School Location/Building Name

Room/Area

Equipment/Asset Description

Repair Type

Preferred Time for Service

Urgency Level

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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