## MAINTENANCE DEPARTMENT WORK ORDERS

Electrical • Plumbing • Locks • Grounds • Heating/Cooling

## Please submit a SEPARATE work order for each type of work and project to be done.

| FILE MESSAGE INSERT OPTIONS   | FORMAT TEX                  | T REVIEW  |  |      |          |
|---|-----------------------------|---|--|------|----------|
| $\begin{array}{c c} & & & \\ & & \\ & & \\ & & \\ & \\ & \\ & \\ $  | Address Check<br>Book Names | <ul> <li>Attach File</li> <li>Attach Item •</li> <li>Signature •</li> </ul> | <ul> <li>Follow Up •</li> <li>High Importance</li> <li>Low Importance</li> </ul> | Zoom |          |
| Clipboard 🖬 🛛 Basic Text 🕞  | Names                       | Include   | Tags 🖓   | Zoom | ~        |
| To       workorders workorders @cortez.k12.co.us);         Send       Cc         Subject       key needed for CMS classroom         We need to get another key made for room #154.         Thank you, |                             |   |  |      |          |
| Susie Sunshine<br>Montezuma-Cortez School District  |                             |   |  |      | <b>v</b> |

•e-mail requests to: workorders@cortez.k12.co.us

•include building/location and a brief description of work in subject of e-mail.

•details of request can be addressed in the body of the e-mail.

•include time preference(s) for work to be done, if applicable.