

# COLBERT COUNTY BOARD OF EDUCATION FACILITIES REPAIR / MAINTENANCE REQUEST FORM

**FACILITIES MANAGEMENT  
TELEPHONE 256 383-5968 FAX 256 389-8014**

<b>School</b>	<b>School #</b>	<b>Phone</b>	<b>Date</b>
<b>Principal</b>			
<b>Contact Person or Requester (teacher, coach, custodian, etc.)</b>	<b>Room/Grade</b>	<b>Custodian</b>	
<b>Location and Explanation of Repair needed (Provide building or room number)</b>			
Employee or employees Assigned: _____			
Supervisor _____ Date _____			
Date Completed _____ Principal Sign _____			
<b>TRADES INVOLVED</b>	Send maintenance requests for HVAC separately		
Carpenter ( )	HVAC ( )	(Heating, Air, Freezers, Coolers, Refrigerators)	
Electrician ( )			
General Maint. ( )			
Locksmith ( )			
Painters ( )			
Plumber ( )			
Welder ( )			
Flooring ( )			
Furniture ( )			
Signs ( )			