

LaSalle Community Action Association, Inc.

*John Lawrence, President • Willie Dunbar, Vice President •
Henry Yearby, Secretary • Dorothy Oliver, Executive Director*



Facilities Maintenance Request Form

Please use this form when requesting routine building maintenance. If you are unsure how to classify your request, please call the Administrative Office before submitting your request.

REQUESTOR INFORMATION

REQUESTING FACILITY: _____

REQUESTOR'S NAME/POSITION: _____

REQUESTOR'S EMAIL: _____

LOCATION OR MAINTENANCE REQUEST

BUILDING: _____

OFFICE: _____

CLASSROOM: _____

PLEASE GIVE A DETAILED DESCRIPTION OF THE MAINTENANCE REQUESTED

REQUESTOR'S SIGNATURE: _____ DATE: _____

MAINTENANCE SUPERVISOR: _____

EXECUTIVE DIRECTOR: _____

FOR OFFICIAL USE ONLY:

APPROVED: _____ DATE REQUEST COMPLETED: _____

P.O. # _____