

Work Submittal Form

Maintenance Dept.



Head of Facilities: Parris Brooks

Head of Facilities Email: SecurityMgr@academyofscholars.com

All work submittals go through our Head of Facilities.

| SUBMITTED BY (NAME) | TYPE OF WORK | LOCATION | DATE OF SUBMITTAL |
|---------------------|--------------|----------|-------------------|
| | | | |

PROJECT NAME (TO BE FILLED OUT BY MAINTENANCE DEPARTMENT)

DESCRIPTION

ATTACHMENTS (PHOTOS, DOCS., ETC.)

**PLEASE ATTACH PHOTOS OF REQUESTED WORK TO EMAIL
UPON SUBMITTAL**

COMMENTS

NOTES (TO BE FILLED OUT BY MAINTENANCE DEPT.)