

Environmental Quality Work Request

Beverly Hills Unified School District

*** Please use ink and fill out form completely and legibly ***

Site: _____ Room Number/Location: _____

Date: _____ Initiated by: _____

Site Coordinator: _____ Priority Number: _____

Priority	
High	Low
300 = Obstructed/no supply air (stuffy room)	100 = Dusty
301 = Visible mold present on surfaces	101 = Trash present
302 = Complaints from staff/students	102 = Spills/stained carpets
	103 = Odor from drain traps
	104 = Excess moisture on surfaces
Moderate	105 = Blocked ventilating unit supply or return
200 = Water damage, ceiling tiles	106 = Windows inoperable
201 = Signs of pests/rodents	107 = Ventilating fan not operating
202 = Odors of unknown origin	108 = Return Supply grills dirty
203 = Pesticides present	109 = Scented stick-ups in classroom
204 = Moist/damp carpet	110 = Temperature too high or low
205 = Roof leaks present	111 = Other

Description of Concern (include detail i.e. what concern is, number of people effected, how long has problem existed, etc.)

Do not write in this box, for M & O use only

Date received: _____ Received by: _____

Assigned to: _____ Priority: _____

Est. completion date: _____ Estimated material: _____

Estimated time: _____ Date sent to site coordinator: _____

Maintenance and Operations, FAX to (310) 286-9536

Note: Site Coordinator: Please Fax All Completed Forms Immediately To Director of M+O And Mail Yellow Copy
 White - Site Coordinator Yellow - Director of M + O Pink - Asst. Supt. Business Gold - Originator