



Nikki's Christian Daycare & Learning Center, Inc.

Empowering Young Minds • Strengthening Families

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As of 9-1-17

Maintenance or Custodial Work Request

Date of Request: _____ Person Making Requesting: _____

Work Location: 14900 CLOVERDALE ROAD
 1337 HORNER ROAD
 1329 HORNER ROAD
 OTHER: _____

Description of work/repair: _____

Requested Priority: Please check one

High - Must be done within 24 hours.

Medium - Within the week.

Low - When you get a chance but no later than _____.

For Office Use Only:

Date Reviewed: _____ Priority Assigned: _____

Authorized By: _____

Estimate 1 _____ Cost: \$ _____
Name of company & Phone # Contact Person

Estimate 2 _____ Cost: \$ _____
Name of company & Phone # Contact Person

Estimate 3 _____ Cost: \$ _____
Name of company & Phone # Contact Person

Comment: _____

Date Work Completed: _____ Number of Days to Complete: _____

Work Assigned To: _____