



El Paso County ESD #2

Building Repair and Maintenance Request Form:

Department Name: _____

Location Address: _____

I am requesting to have the following item(s) repaired in my Department.

(PLEASE NOTE THAT YOUR REPAIR DESCRIPTION MUST INCLUDE LOCATION ON NEEDED REPAIR AND A DETAILED REPAIR DESCRIPTION. FOR EXAMPLE: IN THE CONFERENCE ROOM, THE ELECTRICAL OUTLET ON THE FAR RIGHT SIDE OF THE CONFERENCE ROOM AS YOU ENTER DOES NOT WORK PROPERLY. THERE APPEARS TO BE NO ELECTRICAL CURRENT.)

Chief's Signature: _____

Date: _____

Print Name: _____

FOR DISTRICT USE ONLY			
Approved by: _____	Date: _____	P.O. #: _____	_____

