

Cliffside Park School District

Cliffside Park, NJ 07010

Work Order

Name \_\_\_\_\_ School \_\_\_\_\_

Date of Report \_\_\_\_\_ Location of Work \_\_\_\_\_

\_\_\_\_\_

Priority Level: Urgent \_\_\_\_\_ High \_\_\_\_\_ Average \_\_\_\_\_ Low \_\_\_\_\_

Describe Work Requested:

Approved: \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY!!**

Scheduled date to be completed: \_\_\_\_\_

Supplies needed: \_\_\_\_\_

\_\_\_\_\_

Trades needed: \_\_\_\_\_

Estimated man hours: \_\_\_\_\_

Date completed: \_\_\_\_\_

Employees who worked on job: \_\_\_\_\_ Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_

Aggregate cost of labor: \_\_\_\_\_

Materials/Supplies needed to complete job: \_\_\_\_\_

Approved: \_\_\_\_\_