

**VALLEY FALLS - U.S.D. #338**  
**MAINTENANCE, REPAIR OR CONSTRUCTION REQUESTS**

NAME

DATE

LOCATION OF PROJECT

DESCRIPTION OF WORK TO BE DONE:

ESTIMATED COST OF PROJECT (attach copies of bids if obtained)

WORK CAN BE DONE BY:  DISTRICT CUSTODIAL STAFF

OUTSIDE CONTRACTOR

WORK CAN BE DONE:  DURING SCHOOL DAY

AFTER SCHOOL HOURS

DURING THE SUMMER

STATEMENT OF NEED:

APPROVE  DISAPPROVE  DATE

COMMENTS

PRINCIPAL'S SIGNATURE

APPROVE  DISAPPROVE  DATE

COMMENTS

SUPERINTENDENT'S SIGNATURE