ROUTINE REPAIR REQUEST

LAUSD - MAINTENANCE AND OPERATIONS BRANCH

WORK SITE NAME	ORG CODE	REQUESTOR	REQUESTOR TITLE	CONTACT NUMBER	DATE

LOCATION OF WORK State the location of work (including nearest classroom where possible)	MAXIMO LOC # (see guide)	CRAFT CODE (see below)	DESCRIPTION OF WORK REQUESTED	AGENCY CODE (If applicable)	AGENCY ID (If applicable)

PLEASE USE THIS TABLE TO MARK CRAFT CODES ABOVE			PLEASE USE THIS TABLE TO MARK AGENCY INFORMATION ABOVE	
19 = Appliance Repair	**ZE** = Graphic Arts Machinist	**GC** = Power Equipment Repair	**AQMD** = Air Quality Management District	**SARC** = School Accountability Rpt Card
BE = Building Engineer	**ZP** = Hardwood Floor	**NF** = Refrigeration	**FEMA** = Fed Emergency Mgmt. Admin.	**SCHPOLNUM** = School Police
AA = Carpenter	**NA** = Heating & Air Equip. Repair	**SR** = Stage Rigger	**FIRE MARSHALL**	**SPIRIT** = School Planned Imp. and Repairs
ZA = Ceremic Tile/Marble	**LF** = Lawn & Sprinkler Repair	**ZO** = Roofing Repair	**FLSTG CERT** = Fire Life Safety Testing Certs.	**WILLMS ERP** = Williams Emerg. Repair Prog.
EA = Electrical	**ZM** = Lock Repair	**ZS** = Steeplejack	**JLL** = JLL Maintenance	**WILLMS LCOE** = School Facility Cond. Inst.
FA = Equip. Move & Repair	**JA** = Machine Shop Repair	**HG** = Sheet Metal Work	**LA COUNTY HEALTH**	**WILLMS UNI COMPLNT** = Williams Unif. Complaint
ZG = Fire Ext. Serv.	**DH** = Musical Instrument Repair	**LA** = Skip Loader & Dump Truck Op.	**LOCPD** or **LACSD** = Local Police, Sheriff, Marshall	
DA = Floor Covering (Non Ceramic)	**CA** = Painting	**HT** = Tool Sharpening	**MOR** = Morlin Management	
ZK = Glass	**GH** = Pest Control & Power Spray	**TP** = Tree Trimming	**OEHS** = Office of Environmental Health	
GP = Gardener/Landscape	**BA** = Plastering & Cement Finishing	**UP** = Upholstery	**OSHA** = Occ Health and Safety	
ZL = Grading & Paving	**GA** = Plumbing	**WP** = Wall & Window Washing		
HA = Gym & Playground	**RI** = Projector Repair	**HW** = Welding & Fence Repair		

PLEASE FAX REQUEST SHEET TO (213) 745-1649

PLEASE DO NOT DUPLICATE THIS REQUEST WITH A PHONE CALL.

Rev. 5/6/09