



Big Horn County School District Number One

Special Work Order

All special requests for custodial and or maintenance services shall be channeled through the principal, who shall make and sign all special work orders.

Work Assigned To: _____

Date the Work was Assigned: _____ 20 ____

Location of the work to be done: _____

Description of the work to be done:

Date Work is to be Completed: _____ 20 ____

Principals Signature: _____

This portion is to be completed by the person who did the work.

Describe any special problems encountered in completing this work:

This form is to be signed and returned to the principal as soon as the work is completed.

Date the work was completed: _____ 20 ____

Signature of the person who completed the work: _____