

This form should be completed in triplicate. The form can be picked up in each of the building offices

**MIAMI EAST LOCAL SCHOOL DISTRICT
3825 NORTH STATE ROUTE 589
CASSTOWN, OHIO 45312**

AUTHORIZATION FOR SCHOOL BUILDING REPAIR OR RENOVATION

BUILDING _____ DATE _____

DESCRIBE WORK NEEDED

REQUEST MADE BY: _____

APPROVED BY PRINCIPAL: _____ DATE _____

APPROVED BY SUPERINTENDENT: _____ DATE _____

COMMENTS: _____

JOB COMPLETED BY: _____ DATE _____

COMPLETED BY: _____ TOTAL COST _____

WHITE COPY: SUPERINTENDENT
YELLOW COPY: BUILDING CUSTODIAN/MAINTENANCE
PINK COPY: BUILDING PRINCIPAL