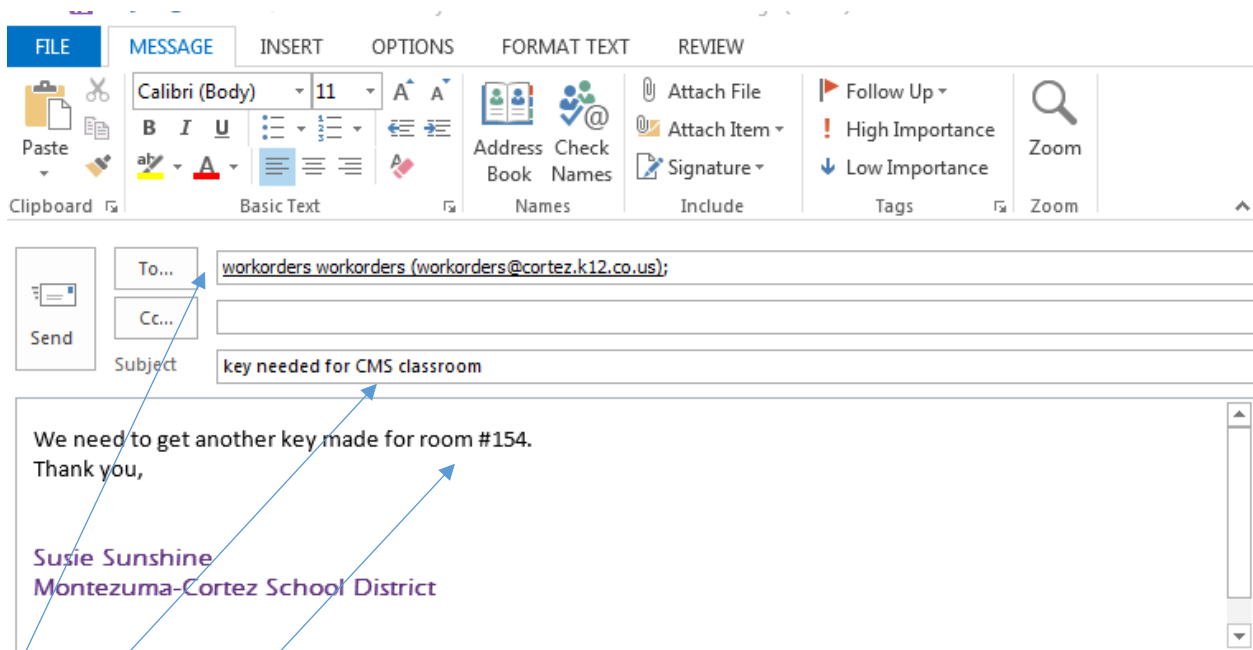


MAINTENANCE DEPARTMENT WORK ORDERS

Electrical • Plumbing • Locks • Grounds • Heating/Cooling

Please submit a SEPARATE work order for each type of work and project to be done.



- e-mail requests to: workorders@cortez.k12.co.us
- include building/location and a brief description of work in subject of e-mail.
- details of request can be addressed in the body of the e-mail.
- include time preference(s) for work to be done, if applicable.