

Manitoba First Nations Education Resource Centre Inc.

Operations and Maintenance - Service Request Form

Section A - Request Details

Date of Request:

School Name:

School Address:

Contact Person at Site:

Contact Phone/Email:

Section B - Service Request Description

Type of Request: ☐ Electrical ☐ Plumbing ☐ Heating/Ventilation ☐ Automation ☐ General Repair ☐ Other: _____

Description of Problem:

When was the issue first noticed? _____

Affecting classroom instruction or staff/student safety? ☐ Yes ☐ No

Photos or Supporting Docs Attached? ☐ Yes ☐ No

Section C - Priority Classification (for O&M Coordinator)

Priority Level: ☐ Emergency ☐ Urgent ☐ Routine

Service Provider Recommended: ☐ Ayawtech ☐ Ice Age ☐ Other: _____

Additional Notes:

Section D - Authorization

Reviewed by Don Buck (O&M Coordinator): ☐ Approved ☐ Not Approved

Date Reviewed:

Signature:

Conditional Cost Estimate Received? ☐ Yes ☐ No ☐ Not Available

Authorization Code/Work Order #:

Section E - Post-Work Review

Was work completed as requested? ☐ Yes ☐ No

Was the cost reasonable? ☐ Yes ☐ No

Issues or Concerns Identified:

Manitoba First Nations Education Resource Centre Inc.

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Verified by (Name & Title):

Date Verified:

Submit completed form to: maintenance@mfnerc.com

Questions? Contact Don Buck, O&M Coordinator - 204-594-1290 ext [insert extension]