



Stephens County, Georgia

Building and Grounds Maintenance

Department Director; Randall Cleveland

Stephens County Building and Grounds Maintenance Department has the over all responsibility of all related aspects of maintaining all county owned buildings, equipment housed inside/outside of respective building, construction/remodeling of buildings, and monitoring related building/grounds utilities.

Building and Grounds Maintenance Request

To be completed by requestor

Stephens County Department Heads (or designated representative) are required to use this form for all normal maintenance requested on buildings, buildings equipment, and/or grounds. In the event of an emergency situation or computer access is unavailable; it is permissible to call Building and Grounds Maintenance Director (in this event); please submit this form ASAP as a follow-up and record of maintenance activity.

Date:	
Time:	
Location/Building:	
Department:	
Item:	
Problem Description:	
Work Requested By:	
Department Funds Budgeted:	

Maintenance Performed

To be completed by maintenance personnel only

Date completed:		
Time In:	Time Out:	Total Time:
Comments:		

Maintenance Signature _____