

**Division of School Plant Operations
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

REPAIR/DELIVERY REQUEST

INSTRUCTIONS: Use this form when equipment is in need of repair.

PART I: To Be Completed by the Building Service Manager (for each piece of equipment) - Complete PART I and forward ALL copies to the appropriate Building Service Supervisor.

Name of School/Office _____

Equipment to be Transferred _____
Brand Name/Type *Serial Number* *Model Number*

Describe what is wrong with the equipment:

Preparation Check List: (Check each)

- Thoroughly clean equipment before it is picked-up for repair.
- Make sure your school name is on your equipment.

Signature, Building Service Manager *Date*

PART II: To Be Completed By the Building Supervisor - Complete PART II retain GOLD Copy and forward 4 copies to Department of Materials Management.

Name of Vendor _____

Signature, Building Supervisor *Date*

PART III: To Be Completed By the Department of Materials Management. Complete PART III, arranging for pick-up of the equipment at the school/office, and give all copies to the driver to take to the Building Service Manager. The Building Service Manager at the school/office will sign and date the form when equipment has been picked-up. The Building Service Manager will **retain PINK Copy**. Three copies are returned with equipment to Department of Materials Management.

Name of Driver _____ Truck Number _____

Signature, Building Service Manager *Date*

PART IV: To Be Completed By the Vendor - Vendor signs and dates when the equipment has been picked-up to be repaired. Vendor should retain YELLOW Copy. The remaining copies should be sent to Division of School Plant Operations.

Signature, Vendor *Date*

PART V: To Be Completed By the Division of School Plant Operations - Complete PART V, after conferring with vendor, retain GREEN Copy and forward WHITE Copy to Department of Materials Management.

Equipment approved for: Repair Replacement Other _____

Signature, School Plant Operations *Date*

PART VI: To Be Completed By Department of Materials. Management - Forward WHITE Copy to Division of School Plant Operations.

Return of equipment to school/department:

Signature, Building Service Manager *Date*