

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.

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Paste

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B *I* U

Basic Text

Address Book Check Names

Attach File Attach Item Signature

Follow Up High Importance Low Importance

Zoom

Send

To... workorders workorders (workorders@cortez.k12.co.us);

Cc...

Subject key needed for CMS classroom

We need to get another key made for room #154.
Thank you,

Susie Sunshine
Montezuma-Cortez School District

- 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.