

Form #1

## Lock & Locker Maintenance Status Report & Repair Work Order Form

| SCHOOL:                            |         | PHONE: |
|------------------------------------|---------|--------|
| POINT OF CONTACT:                  |         | TITLE: |
| PHONE:                             | _EMAIL: |        |
| LOCK COMBOS ADVANCED TO COMBINATIO | N # BY: |        |
| PAPERWORK RECEIVED BY:             |         | DATE:  |
|                                    |         |        |

Print Name

**NOTE:** To expedite broken lock replacement and avoid service trip charges, we recommend having 25 locks on hand. To purchase these locks, please contact National Lock and Locker.

## **REMARKS:**

During performance of our services we have compiled a list of repair issues that you may elect to have repaired during the upcoming school year. The lockers that are not in working order should not be assigned until repaired. <u>Contact National Lock & Locker as soon as possible to request your Repair Estimate and schedule a Repair Date.</u>

| Locker # | Part or Problem Description | Can Be<br>Assigned?<br>(Y/N) |
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BL=Broken Lock \* LF=Latch Finger \* SP=Striker Plate \* BH=Broken Handle \* BD=Bad Door List continues on back

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