

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 Assigned? (Y/N)

BL=Broken Lock * LF=Latch Finger * SP=Striker Plate * BH=Broken Handle * BD=Bad Door List continues on back

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