

Green Tree School
Information Technology Department
TECHNOLOGY MAINTENANCE REQUEST FORM
www.greentreeschool.org

Your Name: _____

Date: _____

Room/Location: _____

Computer Location/Number: _____

Description of Problem, Error, etc.:

Has this problem happened before?

YES NO

Have you filed a previous Technology Maintenance Request Form Before?

YES NO If Yes, please provide that Event Number: _____

INSTRUCTIONS: Complete and return the form to the main office. Once the work order has been completed you will receive a work order summary to notify you of our findings. All inquires as to the status of your work order should be directed to the Information Technology Department.

*The Green Tree School's Information Technology Solutions are being managed by:
Grey Street Communications
www.greystreetcom.com
Send Comments to: feedback@greystreetcom.com (Reference Code: 4528)*

TECHNICIAN USE ONLY

Resolution: _____

Comments: _____

Event Number Assigned: _____

Date Completed: _____

Initials: _____

Signature

Date