

**RADFORD CITY SCHOOLS**

**Technology Maintenance Request**

Personnel are requested to use this form for all technology and computer related work requests. Please complete this form and submit one copy, via email to the Computer Lab Assistant in your building and to the Director of Instructional Technology.

Date:

Requested By:

Description of the problem:

**To be completed by the Computer Lab Assistant:**

Date work request received:

Description of work completed:

- Action Taken:  Problem corrected  
 Forwarded on to the Technology Department for service  
 Notified person initiating the work request of the action taken

**To be completed by the Technology Department:**

Date work request received:

Description of the work completed:

- Action Taken:  Problem corrected  
 Computer replaced  
 Notified person initiating the work request of the action taken