

Office of Juvenile Justice
IS / JJPL Telephone Maintenance Request Form

BCCY **SCY** **SCYC**

Date: _____

EVERY IS/JJPL telephone malfunction shall be reported to the facility Business Office, utilizing this form, immediately following inspection.

IS / JJPL TELEPHONE PROBLEM LOG	
Phone Location	Nature of Problem
Reporting Staff Signature / Title	

It is the responsibility of the facility Business Office to ensure that a maintenance order is placed within one business work day for every IS/JJPL telephone that is in need of repair, and will make best efforts to ensure that the telephone is repaired as soon as possible.

BUSINESS OFFICE MAINTENANCE REQUEST INFORMATION	
Date Form Received:	
Date/Time Work Order Forwarded to CO for Approval:	
Date/Time Work Order Approved by CO:	
Date/Time Contractor Contacted:	
Date/Time Phone Repaired:	
Business Office Signature / Title:	