Record of Maintenance Visits

Office of the Chief Operating Officer
Department of Facilities Management, Division of Maintenance
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
850 Hungerford Drive, Rockville, Maryland 20850

MCPS
CLEAR FORM

MCPS Form 230-10
May 2019

SCHOOL -- Choose One --

MAINTENANCE SHOP CODE

A — Carpentry
B — Contract Office
C — Electrical
D — Electronics
E — Energy Management
F — Environmental/Indoor Air Quality
G — General Maintenance
H — Heavy Equipment/Lawn Mower
I — HVAC and Mechanical Systems
J — Industrial Equipment
K — Materials Fabrication
L — Pest Management/Water Treatment
M — Plumbing
N — Roofing
O — Other

PRINTED NAME *(If exterior crew, crew chief signs in and indicates number of crew members on grounds next to name)*	**MAINT. SHOP CODE** *(if O, explain below)*	**DATE**	**TIME IN**	**TIME OUT**	**AREA OF BUILDING VISITING**	**REASON FOR VISIT**

Distribution: Original/School

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