



The Head Start Program of Androscoggin County

269 Bates Street, Lewiston, ME 04240

P: (207) 795-4040 F: (207) 795-4044

IT Work Order

The IT Work order should be utilized when you are experiencing issues with the following items/equipment: Desk top computer, Lap top, iPad, Land Line Phone, Cell Phone, Printers, Photo copier, Scanner, Internet, Wi-Fi, Software programs, email, etc.

When appropriate prior to completing a work order, please perform basic trouble shooting, such as turn the device on and off, unplug the device, etc.

Date Requested:

Requested by:

Site:

Equipment/Software Impacted:

Please briefly describe the type of issue you are experiencing, what you have done to try to fix it, and how long it has been occurring:

Once this form is completed, please forward to your Direct Supervisor and Betsy Norcross Plourde

_____ Supervisor Use Only _____

Supervisors, please assign a level of priority to this work order and forward to Administrative Assistant:

Low Priority: When possible **Normal:** ASAP **Critical:** Extremely Urgent Situation

_____ Administrative Use Only _____

Work Order # Assigned:

Logged on Work Order Spreadsheet:

Tech Assigned:

ED Notified if Critical:

Date Tech Assigned: ____ / ____ / ____

Date Work Order Completed: ____ / ____ / ____

Verified with Staff issue is resolved: ____ / ____ / ____