

# FAX

Clark County School District  
Maintenance Department  
1180 Military Tribute Place  
Henderson, NV 89074

School: \_\_\_\_\_  
Date: \_\_\_\_\_

To: School Office Staff

Your school submitted the attached work order to repair the A/C unit on one of your portable classrooms.

We have contracted with an HVAC repair service to make that repair. The company will be either New Wings or New Air.

When the contacted HVAC technician arrives, please give them the copy of the work order and have them sign in on the Facilities Log Book.

The technician will need someone to show them to the portable and unlock it if it is not in use.

Upon completion of the repair, the technician will ask the teacher in the classroom or one of you office staff to sign the stamp on the work order. Please read the stamp, by signing you are only confirming that the tech was there.

Thank you