



MAINTENANCE REQUEST FORM

Maintenance Request Forms should be turned in to the Front Receptionist Desk. Any urgent requests should immediately be communicated to the front desk by calling 383-4848 or in the evening to the R.A. Staff.

Please circle one: Hawkins Hall Turner Hall

Room # _____ Contact # _____

Person Making Request _____

What is your maintenance problem?

- | | | |
|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Light | <input type="checkbox"/> Door Problem | <input type="checkbox"/> Key |
| <input type="checkbox"/> Appliance | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Heating/Cooling |
| <input type="checkbox"/> Other | | |

Please describe the problem briefly below:

Date Requested: _____ Date Completed: _____

Initialed by:

____ Director of Student Life

____ Director of Facilities

