

FACILITIES MAINTENANCE REQUEST FORM

BUILDING _____ LOCATION (Rm #, area, etc.) _____

NAME _____ REQUEST DATE _____

DESCRIPTION OF PROBLEM OR REQUEST _____

Return to BUILDING ADMINISTRATOR _____

Administrator Approval Signature

Date

Building Secretary will enter request in computer when approved.

Maintenance Department will receive request and work action will be taken.

NOTE: Except for kitchen repairs, custodial supply requests and emergencies, action will not be taken without the building administrator's approval. **Emergencies should be called into the building administrator and the business office.**

Emergencies are sudden unforeseen situations, which require immediate action. Example – power outage, broken pipe, communication system failure, heating system failure. Comfort problems are not an emergency.

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