**STEP 1:** Update the Subject Line above with your BUILDING / ROOM# / BRIEF DESCRIPTION OF ISSUE

**STEP 2:** Complete all the fields below that are highlighted in yellow.

**STEP 3:** Attach any photos to the email before submitting.

|  |  |  |
| --- | --- | --- |
| |  | | --- | | A logo with text on itDescription automatically generated**Repair Request - Complete All Fields Below** *Only create one request per repair email.* | | |
|  |  |
| **Requesting Faculty / Department:** |  |
| **Account Number for Billing:** |  |
| **Requestor Name & Extension:** |  |
| **Contact Name & Ext. (if different from above):** |  |
| **Description of Work Request:** | |
|  | |
|  |
|  |
|  |
|  |  |  |
| **Service Location:** |  |  |
| **Building:** |  |  |
| **Floor:** |  |  |
| **Room #:** |  |  |
|  |  |  |
| **Work Request Details:** |  |  |
| **Dates and/or Times to Be Completed** |  |  |
| **Health & Safety Concerns** |  |  |
| **Impact on Accessibility** |  |  |
|  | |  |
| **Service Type Requisition – Type One From List:** |  |  |
| Custodial Services – Request Clean Up, Moving Services or Setup | |  |
| Maintenance Trades – Carpentry, Electrical, Plumbing | |  |
| Grounds Services – Pest Control | |  |
| Heating & Cooling (HVAC) | |  |
| Mail & Distribution | |  |
| Elevators | |  |
| Other | |  |
|  | |  |
|  |  |  |
| ***Please attach any pictures to the email before submitting request!*** |  |  |