**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.

|  |  |
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| --- |
| 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!*** |  |  |