**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?

 Light

 Appliance

 Other

 Door Problem

 Plumbing

 Key

 Heating/Cooling

Please describe the problem briefly below:

Date Requested: Date Completed:

**Initialed by:**

 Director of Student Life

 Director of Facilities