**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