

Submit Maintenance Request

TO ENSURE PROPER PROCESSING OF YOUR REQUEST, PLEASE FILL OUT BOTH SECTIONS COMPLETELY.

DO NOT SUBMIT EMERGENCY REQUESTS VIA THIS FORM
CALL US AT x8-8700 (M-Th 8:00 AM-7:00 PM ; F 8:00 AM-5:00 PM). AFTER HOURS CONTACT SECURITY AT x8-2323

[Use a separate form for each problem](#)

REQUESTED BY	<p>NAME: <input style="width: 100%;" type="text"/></p> <p>EMAIL: <input style="width: 100%;" type="text"/> <small>Andrew UserID or complete email address</small></p> <p>STUDENT ID: <input style="width: 100%;" type="text"/> <small>Format without dashes. EX: 111223333</small></p> <p>PHONE #: <input style="width: 100%;" type="text"/> <small>specify if number is 862- or 268-</small></p> <p>FILLED OUT BY: <input style="width: 100%;" type="text"/> <small>If filling this form out for someone else</small></p> <p>TODAY'S DATE: <input style="width: 100%;" type="text"/></p>	REQUESTED BY
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PROBLEM INFORMATION	<p>BUILDING: <input style="width: 100%;" type="text" value="Choose a Building"/> <small>Choose a building from the list</small></p> <p>ROOM NUMBER: <input style="width: 100%;" type="text"/> <small>Specify a room or apartment number, but NOT public areas.</small></p> <p>LOCATION: <input style="width: 100%;" type="text"/> <small>Specify a PUBLIC AREA (hall, stairwell) or LOCATION within a room (kitchen, bath).</small></p> <p>FLOOR: <input style="width: 100%;" type="text" value="Choose a Floor"/> <small>Choose a floor from the list.</small></p> <p>TOWER: <input style="width: 100%;" type="text" value="Choose a Tower"/> <small>If the building has a tower, choose one from the list.</small></p>	PROBLEM INFORMATION		
	<p>PROBLEM TYPE: <input style="width: 100%;" type="text" value="Choose a Problem Type"/> <small>Choose a specific problem TYPE to help expedite your request.</small></p>			
	<p>PROBLEM DESCRIPTION</p> <table border="1" style="width: 100%; height: 60px;"> <tr> <td style="width: 90%;"></td> <td style="width: 10%;"></td> </tr> </table>			

IMPLIED CONSENT DECREE

Any request for maintenance by a resident will serve as notice that entry to the room is forthcoming. It is the responsibility of the requestor to provide proper notice to all roommates and suitemates. Repairs not initiated by the student will not be carried out without timely prior notice unless the lack of immediate repair poses some possibility of property damage or danger to residents of the area.

Authorized representatives of the University may enter resident accommodations at any time to inspect facilities or to plan to carry out repairs and maintenance. The inspection of facilities will be conducted with at least 24 hours prior notice. If any Housing Office staff member enters a student's room without prior request or proper notice, the student will receive a report documenting the time and purpose of entrance.

SUBMIT REQUEST	CLEAR THIS FORM
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