

Building/Facilities Maintenance Request/Report

Request/Report	
Building Maintenance Action	<div data-bbox="1495 205 1563 239">Date</div> <div data-bbox="141 245 898 279">Location: _____</div> <div data-bbox="141 392 1487 426">Description: _____</div> <div data-bbox="141 531 1487 564">_____</div> <div data-bbox="141 678 1487 711">_____</div> <div data-bbox="141 756 1373 791">Life Safety (Y/N) _____ Seek Assistance/Guidance _____</div> <div data-bbox="141 865 1398 900">Time Sensitive (Y/N) _____ Date Requested By: _____</div> <div data-bbox="141 974 1406 1010">Report by: _____ Phone: _____</div> <div data-bbox="141 1083 1406 1146">Authorization to Expense Department: _____ <i>Department Head Signature (Not Req'd for emergency or safety)</i></div> <div data-bbox="141 1220 1448 1255">Comments: _____</div> <div data-bbox="141 1266 1448 1299">_____</div> <div data-bbox="141 1310 1448 1344">_____</div> <div data-bbox="141 1476 1008 1512">Scheduled (Y/N) _____ Date : _____</div> <div data-bbox="141 1585 1183 1621">Completed: _____ Initials: _____ Dept Head: _____</div> <div data-bbox="141 1694 1239 1730">Costs: Direct Labor : Hours : _____ Materials: \$ _____</div> <div data-bbox="141 1768 1239 1803">Contractor: _____ Amount: \$ _____</div> <div data-bbox="141 1841 1239 1877">Attachments: (Y/N): _____ Total: \$ _____</div>