



West Building Maintenance Request

Date:

Staff Name:

Area/Room needing attention:

Description of problem/request:

- For building maintenance emergencies, please call the front office immediately.
- Otherwise, for other routine requests, please print this form, fill it out completely, and put this completed form Norm's mail box in the office. Mentioning something to Norm and/or any of his crew doesn't guarantee that your request will be remembered or acted on. 😊

- Typically, you should get a response or action on this request within 24 hours...unless the problem is unusual, becomes a budget issue, and/or requires D11 attention.