

<input type="checkbox"/> Check here if this is a Safety Alert
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Request #: \_\_\_\_\_

**MAINTENANCE REQUEST FORM  
FOR  
MAINTENANCE REPAIR OR RENOVATION**

Location (Building Name/Number): \_\_\_\_\_ Room # \_\_\_\_\_

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Request: \_\_\_\_\_

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Approval:

Maintenance Supervisor	Date
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Campus Associate Dean	Date
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Personnel Assigned to complete Request	Date Completed
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Notes: \_\_\_\_\_

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