



Creating Undergraduate Learning Through Unique Residential Experience
 Where Living is Learning
 DEPARTMENT OF HOUSING & RESIDENCE LIFE
 DIVISION OF STUDENT AFFAIRS



WESTERN
 CONNECTICUT
 STATE UNIVERSITY

The Department of Housing and Residence Life Maintenance Work Request Form

Requested by: _____ Room/Location: _____

Residence Hall: _____ Date: _____

Description of work to be done: *(Please be as specific as possible; only one work request per sheet)*

To ensure that the above work will get done as soon as possible, I give permission for maintenance to enter my room/apartment to do the needed repairs.

Student's Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

RD Signature _____ Logged in excel _____

Referred to Campus Maintenance: Yes No

Called in as well: Yes No If so, what date and time: _____

Job Completed by: _____ Date Completed: _____

Describe Work Completed: _____

Followed up with student: Yes No Date of follow-up: _____

Student Satisfaction with completion of work order on scale of 1 to 5, 5 being the most satisfied. _____

Reason for # above: _____

Billing: Yes No Amount if yes: _____

RD Confirmation that work has been completed: _____