

Maintenance Request Form

Do you have a maintenance issue that will need to be resolved? This form will allow you to report about your maintenance request(s). After filling out this form, you can e-mail us at: maintenance@nsu.edu, or you can print this out and turn this in to your Residence Hall Coordinator.

Note: Use this sheet to report maintenance requests *ONLY*. This includes items such as problems with windows, doors, clogged bathrooms, heating/cooling, electrical, keys, smoke detector/fire extinguishers, etc.

Residence Hall: _____

Student's Name: _____ **Date:** _____

Student's Room# _____ **Student's Contact Number:** _____

Detail the Necessary Repair(s):

FOR OFFICE USE ONLY:
Staff's Signature: _____ Date: _____
Additional Information (optional) _____

