Maintenance Request Log

Note: *Use this sheet to report Physical Plant requests ONLY. Requests must be submitted to Residential Hall Director for final review.* **This includes items such as problems with windows, doors, clogged bathrooms, heating/cooling, electrical, keys, smoke detector/fire extinguishers, etc. Columns in red should be used for tracking purposes for Residential Hall Director. In the last column, please provide the name of the person who confirmed that the item was successfully repaired.**

Residential Hall _____ Date _____

Requestor's Name _____ Date _____

Rm#	Resident's contact #	Detail Necessary Repair(s)	Staff's Initials	Was repair completed?	How & when was this verified?