

WRIGHT STATE UNIVERSITY - LAKE CAMPUS PHYSICAL PLANT



Maintenance/Grounds/Custodial Request Form

Name of Requestor

Date

Department

E-mail

Building/Room Number

Phone Number

Type of Request

Check all that apply

Cleaning

Roof Leak

Trash Emptied

Snow/Ice Removal

Carpet Cleaning/Repair

Lock/Key Repair

Ceiling Tile Repair

Pest Control

Light Bulb Change

Plumbing

Picture/Certificate Hanging

Painting

Moving of Furniture

Heating/Cooling

Other

Description of Request:

Send Request to:

Ed Morris, Building & Grounds Supervisor

Dwyer Hall RM 145B

ed.morris@wright.edu

Instructions: Complete this form, save it and then e-mail it as an attachment to Ed Morris.

Office ONLY

Estimated Start Date

Date Completed

Completed By