

# 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:**

Once form is complete hit the submit button. The form will automatically attach to an e-mail. Hit send on the e-mail to submit the form to maintenance.

**Office ONLY**

\_\_\_\_\_  
Estimated Start Date

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Completed By