

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

- | | |
|--|---|
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Roof Leak |
| <input type="checkbox"/> Trash Emptied | <input type="checkbox"/> Snow/Ice Removal |
| <input type="checkbox"/> Carpet Cleaning/Repair | <input type="checkbox"/> Lock/Key Repair |
| <input type="checkbox"/> Ceiling Tile Repair | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Light Bulb Change | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Picture/Certificate Hanging | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Moving of Furniture | <input type="checkbox"/> Heating/Cooling |
| <input type="checkbox"/> Other | |

Once form is complete click the Submit button. Your maintenance request form should automatically attach to an e-mail. Click send on the e-mail to submit. If an email is not popping up after clicking on submit, make sure your form is saved on your computer and not open in an internet browser.

Description of Request:

Office ONLY

Estimated Start Date

Date Completed

Completed By