TUSKEGEE UNIVERSITY
HOUSING OFFICE

Maintenance Work Order Request Form

Phone: 334-727-8866       Fax: 334-727-8160
After- Hours/Emergencies: 334-727-8757 (Security Department)

Date of Request: ____________________
Name _______________________________________________ Contact Number ___________________
Email _______________________________________________

(PLEASE CIRCLE ONE)

COMMONS BUILDING: A   B   D   E   F   G   H
     APARTMENT# _______  ROOM: A   B   C   D

MARABLE BUILDING: 602  604  606
     APARTMENT# _______

UNIVERSITY:
     APARTMENT# _______

○ Check here if an Emergency

WORK REQUESTED

○ Light (s) Burned Out/Flickering
○ Drain Stopped Up
○ Toilet Stopped Up
○ Toilet Running
○ Faucet/Shower Leaking
○ Carpet Repair/Replace
○ Floor Tile Broken/Missing
○ Wall/Ceiling Repair
○ Needs Painting
○ Window Broken/Cracked
○ Vents (HVAC)
○ Washer and Dryer Repair
○ Electrical Issues Explain briefly: ________________________________
○ Loss key/Lock Outs
○ Floods
○ Extermination

Other:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Request entered in the system: ___Yes or ___No       Work Order#: _____________
Housing Rep. Initials____________________       Date: ____________________