

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: _____