

PRIORITY

Emergency ( ) Rush ( ) Routine ( ) Scheduled ( )

WIDENER UNIVERSITY

DATE: \_\_\_\_\_

MAINTENANCE DEPARTMENT REPAIR REQUEST

Building \_\_\_\_\_ Floor \_\_\_\_\_ Room No. \_\_\_\_\_

General description of work to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Time work may be started: \_\_\_\_\_

Person initiating request \_\_\_\_\_ Telephone No. \_\_\_\_\_

Account No. if applicable \_\_\_\_\_

STUDENT BILLING SECTION FOR USE BY STUDENT AFFAIRS

Request resulted from ☐ normal maintenance ☐ vandalism ☐ common area damage

☐ student's name \_\_\_\_\_ I.D. No. \_\_\_\_\_

STUDENT'S SIGNATURE acknowledging responsibility for above request and related costs:  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amt. to be billed \$ \_\_\_\_\_ Acct. to be credited \_\_\_\_\_ Authorization \_\_\_\_\_ Date \_\_\_\_\_

Notes:

TO BE COMPLETED BY MAINTENANCE

Job Number \_\_\_\_\_

Maintenance Necessary: Electrical ( ) Carpentry ( ) Plumbing ( ) Moving ( ) Air Conditioning ( )  
Fire Equipment ( ) Painting ( ) Heating ( ) Grounds ( ) Locksmith ( ) Housekeeping ( )

Date Assigned: \_\_\_\_\_ Job Assigned to: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Hours on the job: \_\_\_\_\_ Total time to complete the job: \_\_\_\_\_

\_\_\_\_\_ Cost of Labor: \_\_\_\_\_

\_\_\_\_\_ Cost of Material: \_\_\_\_\_

\_\_\_\_\_ TOTAL COST: \_\_\_\_\_

Submit original and one copy to Maintenance Office.