

**FLAGSTAFF BORDERTOWN DORMITORY  
WORK REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_ Student Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

TYPE OF WORK:     1. Replenish Supplies/Chemicals   2. Maintenance Needed   3. Door locks/Key Cards  
  
                                 4. Ink Supply for Xerox - Ethan Hansen, IT Technician  
  
                                 5. Heating/Cooling - Arron Lee, Facility Manager

LOCATION OF WORK AREA:

1. NU        2. NL        3. Culture Room        4. Admin. office/Storage   5. SU    6. SL  
  
7. 1st Isolation Room        8. 2nd Isolation Room  
  
9. 703 bldg.   10. Kitchen   11. Dining area   12. Gym    13. Grounds (specify area outside)

OTHER (be specific): \_\_\_\_\_

**PLEASE PUT THE REQUEST IN BOX  
YOUR COOPERATION IS GREATLY APPRECIATED**

ROOM NUMBER: \_\_\_\_\_

Requesting for Repairs, please include description of problem (Describe as best as you can).

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Thank you, Facility Department

***FACILITY DEPARTMENT USE***

***Date Received:*** \_\_\_\_\_ ***Work Completed on:*** \_\_\_\_\_

***Completion of work – Please identify all items used and parts replaced:***

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