

BUILDING REPAIR OR SERVICE REQUEST

DEPT. REQUESTING	BUR./DIV.	ADDRESS OF FACILITY FOR REPAIR OR SERVICE	BLDG. NO.
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Make A Separate Request for Separate Buildings.

The Department of General Services is requested to perform the following repairs or service. (Describe the nature and extent of the work requested).

ATTACH PLAN OR DRAWING TO THIS REQUEST IF NECESSARY. MAKE SEPARATE REQUESTS FOR SEPARATE BUILDINGS TRANSMIT ONE COPY TO THE DEPARTMENT OF GENERAL SERVICES	REQUESTED BY	EXT. NO.
	APPROVED BY	DATE
Requests for Alteration, Improvement, or New Construction shall be submitted to the CAO on the CAO forms. Emergency Repairs and Routine Maintenance Requests may be telephone to the appropriate Department of General Services Office.	EMAIL ADDRESS:	DEPARMENTAL REQUEST NO.