



WORK TICKET NO.: _____

Facilities Services MAINTENANCE REQUEST FORM

USE THIS FORM TO REQUEST SERVICE FROM THE FACILITIES OFFICE. HELP US HELP YOU BY PROVIDING ALL OF THE INFORMATION REQUESTED IN THE SPACES PROVIDED BELOW:

Please read before submitting a request:

- This page is for routine maintenance requests only. **Please do not enter emergency requests through this page.** If you have an emergency, please call the Facilities Office at extension 2629. After hours, 4:30 p.m. to 10:00 p.m. and on weekends as well as holidays, please contact Campus Police at extension 2289 or 760/744-7753 who will then radio our employees for assistance.

CONTACT INFORMATION:

DEPARTMENT:

NAME:

DATE:

PHONE:

EMAIL:

LOCATION OF MAINTENANCE REQUEST:

BUILDING:

FLOOR:

NEAR/IN ROOM

OUTSIDE LOCATION:

It is my understanding that Facilities staff may be required to enter my office/room in my absence to complete this request. I agree: • YES • NO

REQUEST INFORMATION:

BUILDING SERVICES:

APPLIANCE:

CARPENTRY:

ELECTRICAL:

HVAC:

LOCKSMITH:

METAL FABRICATION:

PAINTING:

PLUMBING:

SKILLED MAINTENANCE (INCLUDES PARKING LOTS):

CUSTODIAL SERVICES:

CLEANING REQUEST:

DISPENSERS:

FURNITURE REQUEST:

PEST CONTROL:

GROUNDS SERVICES:

IRRIGATION:

LANDSCAPE CLEANING:

OTHER ANIMALS / ALIVE OR DEAD:

PRUNING/TRIMMING:

Palomar College | FACILITIES SERVICES - PAGE 2

If you chose "other" from the lists above, please give a full description with as much detailed information about the problem as possible:

DESCRIPTION:

Have you contacted us about this problem before? • YES • NO If yes, did the problem get resolved last time? • YES • NO

You will receive an email confirmation when the Facilities Office receives the request. Maintenance Request Forms submitted after hours will not be looked at until the next business day.

FOR PALOMAR COLLEGE FACILITIES OFFICE USE ONLY

DISTRIBUTION (Upon completion of task, please turn in this form to the Facilities Office for processing):

- Building Services Electrical HVAC Locksmith Metal Fabrication Painting Plumbing Skilled Maintenance
(includes Parking Lots)
- Custodial Services Grounds Services

Assigned to employee: Date assigned: Date completed:

Comments: