

**Facilities Office  
Maintenance Request Ticket (MRT) Form**

**Use this form to request service from the Facilities Department including the Facilities Office, Building Services, Grounds Services, Custodial Services and Environmental Health & Safety.**

**Please read before submitting a request:**

This page is for routine maintenance requests only. **Please do not enter emergency requests through this form.** If you have an emergency, please call the Facilities Office at x2629. After hours, 4:30 p.m. to 10:00 p.m. and on weekends as well as holidays, please contact Campus police at x2289 or (760) 744-7753 who will then radio our employees for assistance.

**Help us help you by providing all of the information requested in the spaces provided below:**

**Date:**       **Name:**       **Campus:**

**Department:**       **Phone:**       **E-mail:**

**Location of Maintenance Request:**

*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

**Description of Request:** *(Please give a full description with as much detailed information about the problem as possible)*

*You will receive an email confirmation when the Facilities Office receives the request. MRT 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.

Assigned to employee:       Date Assigned:       Date Completed:

Comments: