DIRECTIONS: This form is only to be used if you are having difficulty getting your request thru to the Building & Grounds or Central Utilities Department. They can be reached at (936)857-4822 or Central Utilities (936)857-2324. An example of a General Maintenance request are; light bulbs out, toilets won’t flush, carpet coming up, too cold. Thank you for letting us assist you.

Please complete the following form. Fax to (936)857-1051 or email to dhwalker@pvamu.edu.

Building Name: ____________________________________________________________

Maintenance Issue: ________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Room Number: ___________________ Contact No.: _____________________________

User Name: _______________________________________________________________

User Email Address: _________________________________________________________

Request #: ______________________
(For Construction & Planning Use Only)

Date request was received from user: _________________________________

Date sent to ___________________ Department on behalf of user: ________________

Specific Physical Plant Area or Other Department Name:

- [ ] Grounds
- [ ] Transportation
- [ ] Custodial
- [ ] B&G Director
- [ ] Utilities Director
- [ ] EHS Director
- [ ] Carpentry Shop
- [ ] Electrical Shop
- [ ] Plumbing Shop
- [ ] Central Utilities
- [ ] Trash Containers
- [ ] Other: ___________________________