

CASE

CASE WESTERN RESERVE UNIVERSITY

FACILITIES SERVICES MAINTENANCE REQUEST FORM

Send To: Customer Service for Facility Operations
Cedar Avenue Service Center
Location Code: 7226
Ph. 368-2580 FAX 368-0930 Facility@case.edu

Name of Requestor: _____

E mail initials: _____ Phone No: _____

Department Name: _____ Location code: _____

Charge to: Speedtype / Grant Number _____

Approved By: _____

LOCATION OF WORK

Building: _____

Floor: _____ Room No: _____

DESCRIPTION OF REQUEST: