

**Student Life will assist you
in completing this form.**

Work Request for Student Organization's Events
Bluefield State College

In order to request service to be provided by the Maintenance Department, this form (original and two copies) must be completed and sent to the Director of Physical Plant/Maintenance. All information concerning the needed service or repair (moving equipment, making of keys, repairs, and special jobs) must be listed in detail. Prior to submitting the form, it must be approved by your area supervisor and major administrator.

Request by:

Approved by _____


(Division chairperson/Supervisor)

Today's

Department

Student Life

Date _____

Building	Description of Work in Detail
Room No.	
Date Needed	
	
THANK YOU!	

Major Administrator signature _____

TO BE COMPLETED BY PHYSICAL PLANT PERSONNEL

TO: _____

Our estimated completion date of this project is _____

Date

Signed: _____

Date: _____