

Residence Services

Name: _____

Date Reported: _____

Time Reported: _____

Room# : _____

Email: _____

Phone: _____

Detailed description of problem:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I authorize MacEwan Facilities Staff and/or designated contractor(s) where applicable to enter my suite/bedroom for the purpose of responding to this work order request. *I understand that work orders are reviewed to assign priority and response time may vary as a result.*

Student Signature: _____

Date: _____

For office use only

Job forwarded to: ☐ Facilities ☐ Bell ☐ Other:

Date: _____ Forwarded by: _____