



FACILITIES SERVICES STANDARD PRACTICE

TITLE:

Residence Hall Entry
Maintenance Response Notice

INSTRUCTION NUMBER:

30-3009.1

**HOUSING FACILITIES
RESPONSE NOTICE**

**MAINTENANCE PERSONNEL VISITED
YOUR ROOM/APARTMENT TO:**

- Housekeeping
- Perform Requested Maintenance
- Pest Control
- Paint or Repair Your Room
- Check Heat/Air Conditioner
- Perform Preventive Maintenance
- Lock Change: Pick up new keys at the neighborhood service office
- Other _____

ACTION TAKEN

- Work Completed
- Parts/Material on Order
- Room Painted
- Other _____

Date _____ Time _____

Technician _____

If you have any questions or concerns
please contact
Maintenance Hotline. 328.4997