



Residence Life Maintenance Request

Please use our severity rating guide to determine the urgency of your request:

- 5: No heat, no water/hot water, water leak, broken lock/window/mirror, replacement for smoke alarm/thermostat battery, thermostat not working, ice on walkways, any bodily fluid clean-up or hazmat clean up, gas odor, electric issues
- 4: Refrigerator/stove/shower not working, clogged shower drain, elevator problems
- 3: Outlets/bathroom sink not working, broken door/closet door/door frame/bed frame, laundry room issues (call MacGray for broken appliances, phone number is on machine in laundry room)
- 2: Broken cabinet doors/dresser drawers, toilet clogged/running, hallway lighting, clogged sink kitchen or bath
- 1: Light bulb out, broken kitchen chairs/bedroom chairs/lamp/sofa

First Name		
Last Name		
Email Address		
Select Jmst - DORMS		
Space		
Description of Issue		
Suite Number		
Room		
Room Type		
Common Area? Specify exact location		
Nature of Request		
Urgency		
Priority		

