

Construction & Planning Office
Prairie View A&M University
GENERAL MAINTENANCE REQUEST FORM



DIRECTIONS: *This form is only to be used if you are having difficulty getting* your request thru to the Building & Grounds or Central Utilities Department. They can be reached at (936)857-4822 or Central Utilities (936)857-2324. An example of a General Maintenance request are; light bulbs out, toilets won't flush, carpet coming up, too cold. Thank you for letting us assist you.

Please complete the following form. Fax to (936)857-1051 or email to dhwalker@pvamu.edu.

Building Name: _____

Maintenance Issue: _____

Room Number: _____ Contact No.: _____

User Name: _____

User Email Address: _____

(For Construction & Planning Use Only)

Request #: _____

Date request was received from user: _____

Date sent to _____ Department on behalf of user: _____

Specific Physical Plant Area or Other Department Name:

- | | |
|---|--|
| <input type="checkbox"/> Grounds | <input type="checkbox"/> Carpentry Shop |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Electrical Shop |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Plumbing Shop |
| <input type="checkbox"/> B&G Director | <input type="checkbox"/> Central Utilities |
| <input type="checkbox"/> Utilities Director | <input type="checkbox"/> Trash Containers |
| <input type="checkbox"/> EHS Director | <input type="checkbox"/> Other: _____ |