

Maintenance Requests

Any items that need to be repaired in a room, a bathroom, or on a hall should be reported to the Resident Director. Reporting these items to the RD will help to ensure a timely repair. Resident Directors post Maintenance Requests forms by their apartment doors in order for students to document these requests. Students should be as specific as possible when reporting a problem. Resident Directors pass this information directly on to the Maintenance Department.