



# MAINTENANCE JOB REQUEST FORM

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Please submit form via e-mail to  
[maintenance@southtexascollege.edu](mailto:maintenance@southtexascollege.edu)

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Date: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Campus:

☐ Pecan Campus

☐ Technology Campus

☐ NAHC

☐ Pharr Center

☐ Mid-Valley Campus

☐ STARR Campus

☐ Pecan Plaza

Building/Room #: \_\_\_\_\_

Craft:

☐ Carpentry

☐ Electrical

☐ Energy Management

☐ HVAC

☐ Painting

☐ Plumbing

☐ Key & Lock

Request Description:

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Best time available for service:

Time: \_\_\_\_\_

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday