

BSU HOUSING MAINTENANCE WORK REQUEST

Section I Please fill in **all data** completely with as much detail as possible. The Housing Maintenance Office will only consider forms that have been completely filled out, routed through and Inspected by the Local Housing Representative (LHR). **ALL** requests must be typed or legible print; failure to do so will delay the processing. Work requests are for government OWNED homes **ONLY**. Please submit one work request per each repair item. All work requests must be submitted through the LHR. The LHR will submit the request to Housing Maintenance Office.

For Emergencies Call 24 HR cell phones 1-808-292-3587 or 1-808-286-1767

1. Quarters Address:	2. Residents Name:	3. Date/Time:	4. Contact Phone Number:
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Section II Item and Location: Bedrooms are numbered from left to right clock wise. Bathroom #1 is in hallway; #2 is in bedroom. (I.e. ceiling fan- living room, range- kitchen, drain- #1 bathroom etc....)

Item:

Location:

Detailed Description of Maintenance Work Request:

**Section III All Work Requests must be sent through the LHR to the Housing Maintenance Office.
Fax to 808-842-2074**

LHR.	Date Received:	Date inspected by LHR:
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LHR Comments:

Section IV: (For Housing Office only)

Housing Maintenance Comments:

DATE RECEIVED:	ACTION TAKEN BY:	WORK LIST ISLAND:	PRIORITY:	Work completed date	
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