



NORTHEASTERN BAPTIST COLLEGE

"Training students to have the Mind of a Scholar, the Heart of a Shepherd, and the Perseverance of a Soldier"

Maintenance Department

Request Priority type: Urgent ___ Normal ___ Low ___

Location: Main Campus _____ Library _____ Dorm _____

Room number: _____

Nature of work required: _____

Requested by: _____

Phone extension/number: _____

Email: _____

To be filled out by Maintenance

Work Completed by: _____

Damage caused by:

- ___ Normal use
- ___ defective/malfunction (please specify) _____
- ___ Product abuse (please specify) _____
- ___ Other (please specify) _____

Students, please give form to your RA.

Faculty & Staff, please put in mailbox for Dave King, Box 2 or email your request to him at d.king@nebcvt.org

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