



# Maintenance Request Form

<b>Submitted by</b>		<b>Description of Work:</b>	
<b>Email</b>			
<b>Phone</b>			
<b>Tenant</b>			
<b>Room</b>			
<b>How Soon Repair Needed</b>			
<b>Date Submitted</b>			
<b>Completion By</b>		<b>Received by</b>	

**Below is to be Completed by Union Station Representative**

Hours Worked Record			Materials Used Record		
Date	Time	Initials	Quantity	Item	Amount
			<b>Total \$</b>		
			Materials Ordered Record		
Date	Item/Vendor		Amount		
			<b>Total \$</b>		

<b>Stock &amp; Ordered Materials Total \$</b>	
<b>Total hours _____ x \$ _____ per hour + Other Misc. Charges of \$ _____ =</b>	
<b>Total charges for the sheet \$</b>	