

AHC RESEARCH BUILDING MANAGEMENT SERVICES REQUEST FOR SERVICE

Date of Request

Location of Problem (bldg/floor/room#)

Submitted by

Phone # Email Address

Contact Person

Phone # Email Address

Principal Investigator



FOR EMERGENCIES AND URGENT REQUESTS (4 hours or less)

(Floods, alarms, card reader doors, etc.)

Call

NHH Info Desk (612) 626-0911
MCB Info Desk (612) 625-3511
MTRF Info Desk TBD
Maureen 612-625-2967 / 612-221-8382 (C)
David Lee 612-624-0616 / 612-685-2205 (C)

D o N O T L e a v e M e s s a g e s



Urgency

- Within 2 Business Days Within 10 Business Days Other (please explain below)
- Within 5 Business Days When Available

Please Check All That Apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Security | <input type="checkbox"/> FM Work Orders | <input type="checkbox"/> NTS (Telephone/Computer) |
| <input type="checkbox"/> Temperature/HVAC | <input type="checkbox"/> Equipment | <input type="checkbox"/> Other (please explain below) |
| <input type="checkbox"/> Autoclaves/Dishwashers/Dryers | <input type="checkbox"/> Lighting | <input type="text"/> |
| <input type="checkbox"/> Electrical/Plumbing/Gas/Vacuum | <input type="checkbox"/> Furniture/Casework | |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Construction | |

Description of problem (please be specific)

Location (please be specific, include lab bench # for MCB, MTRF, NHH)