

LUTHERAN THEOLOGICAL SEMINARY AT GETTYSBURG

REQUEST FOR MAINTENANCE SERVICE

Please place original in the Maintenance mail box and keep a copy for your records.

Date: _____

Requester Name: _____ Phone # _____

Building: _____ Apartment/Dorm No. _____

If Seminary vehicle, which one: _____

Description of service/problem (please be specific):

I give permission to the maintenance department to enter my apartment/dormitory room to correct the problem.

Signature

Date Completed

Maintenance Signature