## **MAINTENANCE WORK ORDER REQUEST**

OFFICE OF STUDENT HOUSING 17648 VICTORY BLVD. I NEWPORT, AR 72112 870-512-7859 (OFFICE) I HOUSING@ASUN.EDU



To report a maintenance issue regarding your apartment, please complete and submit the following form to the Office of Student Housing at (housing@asun.edu).

Student Name:	Email:		
Location:	Room/Apt. #:		
Category Request:	<ul><li>□ General Maintenance</li><li>□ Heat &amp; Air</li></ul>	<ul><li>Plumbing</li><li>Electrical</li></ul>	
Detailed description of p	oroblem:		
Todav's Date:			

\*For emergencies, contact the Office of Student Housing by phone during office hours (8:00-4:30) at 870-512-7859 to immediately bring attention to the issue or email <a href="mailto:housingmaintenace@asun.edu">housingmaintenace@asun.edu</a> after hours.

## **Emergency Maintenance**

Emergency maintenance is performed to resolve an issue that constitutes an immediate threat to yourself or the building or a major inconvenience. Examples of emergencies are overflowing toilets, air conditioner not working, and no power in the unit/area. To report emergency maintenance, contact ASUN Office of Student Housing via phone at 870-512-7859.

## **Request Routine Repairs**

The Office of Student Housing is charged with coordinating the needs of the housing facilities at ASU-Newport. The housing staff strives to provide exceptional safety and quality of life for all residents through frequent preventative maintenance checks and proper problem resolution. Examples of non-emergency maintenance are one light out in the unit/area, a beeping smoke detector, and a sink clog if not overflowing. Submit a work order for routine repairs.