

Zone Mech. Request Form

Date: _____

Room Number: _____

Air Conditioner:

- Too Warm
- Too Cool
- Not Working

Other Items:

- Call Button
- Ceiling Fan
- Chalkboard/Whiteboard
- Clock
- Desk
- Door
- Door Lock
- Floor Tile
- Lights
- Receptacle
- Sharpener
- Shelves
- Sink
- Window
- Window Shade

Other Problems: _____

Please return the form to the Zone Mech. mail box in the main office.