



# SANTA ROSA JUNIOR COLLEGE

## SONOMA COUNTY JUNIOR COLLEGE DISTRICT FACILITIES SERVICE REQUEST

**DO NOT USE FOR ITEMS THAT NEED TO BE REPORTED RIGHT AWAY,  
IE. WATER LEAKS, ELECTRICAL OUTAGES, SAFETY CONCERNS, HEATING OR  
COOLING ISSUES, PLEASE CALL x4231 INSTEAD,**

**ONE ISSUE PER SERVICE REQUEST**

**Fields with the asterisk (\*) are mandatory.**

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

\*Building: \_\_\_\_\_ \* Room(s); \_\_\_\_\_

*Service Requested:

\*Requested By: \_\_\_\_\_ \*Ext; \_\_\_\_\_

\*Dept. Mailbox: \_\_\_\_\_ \*E-mail address: \_\_\_\_\_

SEND TO: Mail: Facilities Operations

Fax: 707-524-1668

E-mail: [afelciano@santarosa.edu](mailto:afelciano@santarosa.edu) (cc: [eguidry@santarosa.edu](mailto:eguidry@santarosa.edu))

Save document to your desktop then send to the above e-mail addresses.