



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 (cc: eguidry@santarosa.edu)

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