

**C.W. Post Campus/Long Island University
Special Services Request Form**

Special Services requests include maintenance and repair needs that are common on a daily basis. Examples include maintenance of locks, doors, windows, lighting, cleaning, etc.

FOR: Facilities Services Date _____

FROM (Name/Dept): _____ Ext. _____

PROBLEM: _____

Please be as descriptive as possible about the extent of the problem or the repair needed.

LOCATION:

Building _____ Floor _____ Room Number _____