

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT
SERVICE REQUEST**

(Please complete and submit to Facilities Operations Fax: 524-1668 or Inter-Office mail)

Today's Date

Job # _____

EHS# _____

Building:

Room/Area: _____

If Event Setup is needed, please indicate event day and date: _____

Set-up time: _____ Event Time: _____ Take Down time: _____

_____ Setup sketch attached _____ Setup sketch to follow _____ Setup sketch faxed (524-1668)

SERVICE REQUESTED

(When requesting a number of jobs that involve different trades -- electrical, carpentry, plumbing, grounds, etc. -- A SEPARATE FORM IS REQUIRED FOR EACH TRADE)

Requested by: _____ Ext: _____ Dept.(Mailbox) _____

(PLEASE PRINT OR TYPE
NAME)