FACILITIES TROUBLE REPORT
Columbia College Hollywood

To all Students & Faculty:	This Form is to be filled out in the case that there is damage to classrooms, desks, A/C or lights that need to be replaced to any area on campus. **Please Return Completed Form to Facilities.**

Date: _____

Classroom/Office _____

Type of Equipment or Space: _____

Location where problem occurred: _____

To the best of your knowledge, please describe in detail the malfunction, breakage or damage. (Be specific: i.e. "doesn't work" or "I broke it" is not enough info.)

_____

_____

_____

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_____

_____

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_____

_____

Student/Instructor (print): _____

(Sign): _____

For College Use Only:

Date Received: _____ Time Received: _____

Repaired In-House: _____ Sent Out For Repair: _____

Repair Approved: _____ Repair Estimation Costs: _____