

**FRANCIS MARION UNIVERSITY  
HOUSING WORK ORDER/SERVICE REQUEST**

Residence Hall or Apartment No. \_\_\_\_\_

Room \_\_\_\_\_ Phone No. \_\_\_\_\_ Date \_\_\_\_\_

Person requesting service \_\_\_\_\_

Housing Office Authorization \_\_\_\_\_ Service Order No. SH- \_\_\_\_\_

**Description of Problem (BE SPECIFIC)**

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Whenever you or your roommate cannot be available for an appointment, you may waive-the-right to be present by signing below, and your request will be honored as soon as possible, ***I waive the right to be present for repairs and will inform my roommate(s).***

I waive the right to be present for repairs & will inform my roommate(s). Date \_\_\_\_\_

**-OR-**

You may list days and hours you or a roommate can be present and an appointment will be arranged.

DAY	HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Refer to the Housing and Residence Life Contract and the Student Rights and Responsibilities section of the FMU *Student Handbook* for information regarding the Room Entry Policy.

***Please email this completed form to [housing@fmarion.edu](mailto:housing@fmarion.edu)***

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**DO NOT WRITE IN THIS SPACE**