Classroom Stereo Maintenance Report

This service is provided by Myers Recording Studio
Recording & Distance Learning Department

ROOM 239

Please follow the directions in the following steps:

1) This form must be completed to request maintenance on all classroom stereo equipment. Use one report for each problem.

2) Submit form through interoffice mail via the mailroom (room 006), to the attention of Myers Recording Studio, Room 239, ext 4505.

3) You will receive a call at the telephone number provided below confirming your request.

4) Every attempt will be made to resolve your problem by the next date and time of your class, however, please allow 5-7 business days from the date your form was received. More time may be necessary (due to the nature of the problem).

5) You will receive notice by phone as well as written notification when the problem is remedied.

Please note: CD/Cassette “boomboxes” are available for temporary use from the Facilities Office (room 008).

Your name____________________  MSM Ext./Phone Number __________
Date Submitted_______________  Classroom/Hall____________________
Day of Class_______________  Time of Class____________________
Equipment (circle):  CD  Cassette  Turntable  Amp  Speaker  Other
Brief Description of problem:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Thank You!

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For recording studio staff use only

Date received_______ Initials_______ Date of follow up call__________
Date checked_______ Initials_______ Date repaired_______ Initials_______

Updated 6/1/11