

Classroom Stereo Maintenance Report 2009-10

This service is provided by Myers Recording Studio of the 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!

For recording studio staff use only

Date received _____ Initials _____ Date of follow up call _____

Date checked _____ Initials _____ Date repaired _____ Initials _____

Updated 6/10/09