

NEW YORK UNIVERSITY

A private university in the public service

Tisch School of the Arts

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BUILDING REPORT FORM

Please complete this form to report building problems or concerns and submit to the Help Desk. The problem or concern will be reported and fixed as soon as possible. If required, the Building Office may contact you for more information.

If you observe a serious problem or emergency that requires immediate attention, please contact the Building Manager’s Office at x53244 immediately.

Please send this form to: Maintenance & Operations – **Help Desk**
Extension – 81001, fax – 54058

Individual requesting: _____

Extension: _____ Fax: _____ Department: _____

School address: _____

State problem or concern: _____

Department signature: _____ Date: _____

Please print name if different from individual requesting: _____