

CITY COLLEGES OF CHICAGO—DISTRICT OFFICE  
ADMINISTRATIVE SERVICES  
**Work Request (Housekeeping)**  
Request Form SR-113

**If you require immediate service, please call x2571.  
If this is an emergency, call Security at \*911 and ask them to call Housekeeping on the radio.**

**General Information**

Housekeeping Department provides two types of services, 1) general cleaning of the building, refuse pickup and exterior cleaning of furniture, at no cost to the requesting department. Housekeeping also makes arrangements for special services.

**Following is a list of general cleaning and special services:**

1) General Cleaning Services

- Vacuum carpet & clean floors
- Clean walls & ceilings
- Clean restrooms
- Polish furniture
- Replenish restroom supplies
- Provide dumpsters for large paper disposal

2) Special Services

- Shampoo carpets
- Shampoo chairs

**To Request Service**

Please complete this form for all required work, obtain the proper approval(s) and fax the form to **Housekeeping Services at x2572**. Your work will be completed as soon as possible.

**Requestor**

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Department: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Room No: \_\_\_\_\_ Date Work Req: \_\_\_\_\_

**Description of Work Requested (Please send a sketch of the work needed, when appropriate)**

**Department Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Housekeeping Services Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Housekeeping Services use only**

Job Assigned to: \_\_\_\_\_

Time Required: \_\_\_\_\_ Date Completed: \_\_\_\_\_