El Paso County Emergency Services District #2
100 S. San Elizario Rd., Suite N
Clint, Texas 79836
Telephone ● (915) 851-0304
Fax ● (915) 851-9000

Building Repair/Maintenance/Remodel Request Form

Department Name: _____

Location Address: _____

I am requesting to have the following item(s) repaired in my department.

(PLEASE NOTE THAT YOUR REPAIR DESCRIPTION MUST INCLUDE LOCATION OF NEEDED REPAIR AND A DETAILED REPAIR DESCRIPTION. FOR EXAMPLE: IN THE CONFERENCE ROOM, THE ELECTRICAL OUTLET ON THE FAR RIGHT SIDE OF THE CONFERENCE ROOM AS YOU ENTER DOES NOT WORK PROPERLY. THERE APPEARS TO BE NO ELECTRICAL CURRENT.)

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Chief's Signature: _____ Date: _____

Print Name: _____

FOR DISTRICT USE ONLY

Approved by: _____ Date: _____ P.O. #: _____