



Facilities Planning & Design

4365 South 2200 West
Gundersen Facilities Services Building
Salt Lake City, Ut 84123

SLCC Blinds/Roller Shade Work Order Form

Please, fill individual forms per floor/room, even if they are in the same building

Work Order#: _____

Date: _____

Contact Person: _____

Contact Phone: _____

Email: _____

Campus: _____

Building: _____

Room #: _____

Type of blinds:

Mini Vinyl Blinds

Roller Shade

Electric Motor

Request:

Repair blinds Missing/Broken parts

New blind New roller shade

Please explain in detail work order needs:

Once completed, send as an attachment via e-mail to FixIt@slcc.edu

12/11/2019 Revised 2020/07/13