



CANCELLATION/RESCHEDULING OF
FACILITIES & SERVICES REQUEST

NOTE: To cancel and/or reschedule an approved Facilities & Services Request, please complete this form, attach a copy of the Request form covering the activity you want to cancel, and submit to the Maintenance Department for processing.

Maintenance Department:

Please be advised that I wish to: Cancel Cancel and Reschedule
an approved Facilities & Services Request as follows:

CANCEL – Attached Request No.
Date of Activity: _____
Building/Room: _____
Time: _____
Organ./Activity: _____

RESCHEDULE:
Date of Activity: _____
Building/Room: _____
Time: _____
Organ./Activity: _____

DATE: _____

SIGNED: _____