



Maintenance Request Form

Montreat College

Please complete the information below to submit a work request. Once complete, please email this request to TKCMontreat@tkcmgmt.com

If this is an emergency please call us at 828-357-4222 and provide the information below to the operator.

Campus (Main, Black Mountain):	
Building Name:	Floor:
Room # / Location:	

Permission to Enter: Yes No If no, best day/time _____

Priority: High Medium Low

Description of Request:

Requestor Name:	
Email Address:	Phone #:

Thank you! We will process your request as soon as possible!