

Kentucky River Community Care, Inc.
General Maintenance/ Housekeeping Request

Type of request:

Maintenance:

Housekeeping:

Emergency:

- Maintenance Request (routine or emergency): Email to tabitha.jones@krccnet.com, or maintenance.request@krccnet.com or fax to 666-5840
- Housekeeping Request (routine or emergency): Email to joseph.botner@krccnet.com, or housekeeping.request@krccnet.com or fax to 693-0402

Location: _____ Room: _____

Description of work required/problem: _____

Requested by: _____ Date: _____

Program Director Approval and Cost Center: _____ / _____ Date: _____

Check One: PRIORITY CLASS:

*Health/Safety Licensure Requirement Required for Job Duties Aesthetic General

Chief Officer Approval: _____ Date: _____
(Aesthetic only)

*** *Emergency Health and Safety issues must be reported to the Facilities Department immediately via the following contact information:***

- Fax: 606-666-5840
- Email: tabitha.scott@krccnet.com, maintenance.request@krccnet.com
- Phone: 606-666-9006, ext. #1915, #1903 or #1720
- Crisis Line: 1-800-262-7491

*****For Facilities and Housekeeping use only*****

Request/Work Order Number: _____

Additional information (if needed):
