

**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](mailto:tabitha.jones@krccnet.com), or [maintenance.request@krccnet.com](mailto:maintenance.request@krccnet.com) or fax to 666-5840
- Housekeeping Request (routine or emergency): Email to [joseph.botner@krccnet.com](mailto:joseph.botner@krccnet.com), or [housekeeping.request@krccnet.com](mailto: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](mailto:tabitha.scott@krccnet.com), [maintenance.request@krccnet.com](mailto: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):

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