

This is the Environmental Health & Safety Service Request Form and all requests should be of an Environmental Health & Safety nature. Requests related to Facilities must be submitted with the [Facility Work Request Form](#).

If this involves an accident, illness, or property damage, please use the Incident Report Form. That form can be submitted online at inside.ewu.edu/ehs/incident-reporting/ or can be found in the forms section of the [EH&S website \(inside.ewu.edu/ehs/forms\)](https://inside.ewu.edu/ehs/forms).

This form must be signed and submitted by supervisors or Residential Life Representatives (if you are an EWU Housing Resident). Forms must be filled out and signed for work to be conducted.

Attach additional pages if necessary.

Employees

Supervisors will receive copies of any electronic reports, letters, or emails generated for this work. Supervisors will be informed in writing in advance as to the nature of the investigative methods. It will be up to the supervisor to provide access to secure/sensitive areas and to inform employees as to the investigation. Final electronic reports will be sent to the supervisor and Deans or Directors will be CC'd. It will be up to the employee's supervisor to inform the employee(s) or their group as to the report's content. Before work is released, it is subject to management review. It will be up to the supervisor to submit any needed work orders (if any) to remedy the situation.

Employees and unions will have access to university-held information in accordance with RCW 42.17 and University Policy.

Students

If the request for assistance is associated with on-campus housing, the student should work through their residential hall live-in staff or representative for that dorm or apartment complex. If any requests originating from a dormitory or apartment issue are not signed off by a residential hall live-in staff member or representative, then the form will be rerouted back to Residential Life for their acknowledgement. All responses, reports, etc. will be sent via email to the Residential Life representative only. It will be up to the Residential Life representative to inform the resident(s) as to the report's content. It will be up to the Residential Life representative to submit any needed work orders (if any) to remedy the situation.

If a request for assistance is not related to a housing situation, then the request will be evaluated to determine if a case needs to be opened.

Send completed forms to:

Mail: EH&S, 002 Martin Hall

Fax: 359-4690

Email: envhea@ewu.edu

PLEASE PRINT LEGIBLY

Date:

Your Name:

Telephone No.:

Department:

Building:

Location or Room for Service:

Service Requested	Cause for Request
Describe the type of service requested: Ergonomic Evaluation, Safety Inspection, etc.:	Please describe issue:

Additional information (attach additional pages if necessary):

Requestor Signature: _____

Supervisor Name (Print)

Supervisor Signature

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