I.T. TROUBLE REPORT
Columbia College Hollywood

To all Students & Faculty:	This form is for reporting any event of equipment malfunction, equipment breakdown or damage. **DO NOT ATTEMPT TO REPAIR ANY EQUIPMENT!**

Date: _____

Type of Equipment or Space: _____

Operating System/Program _____

Classroom/Suite where problem occurred: _____

What is the workstation number: _____

To the best of your knowledge, please describe in detail the malfunction or system error, breakage or damage. (Be specific: i.e. "doesn't work" is not enough info.)

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Student/Instructor (Print): _____

(Sign): _____

Please fill out completely and return to

Ron Reeves
Director of IT/Production Services

For College Use Only:

Date Received:	_____	Time Received:	_____
Repaired In-House:	_____	Sent Out For Repair:	_____
Repair Approved:	_____	Repair Estimation Costs:	_____