



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

Agency Roof Maintenance & Leak Repair Request Form

Please email form to: dfcmroof@utah.gov

Please have the following information ready when requesting roof maintenance or leak services:

Building Risk ID #:

Date of Request

Building Address:

Agency Name:

Contact info of person reporting the leak:

Name:

Phone number:

Email:

Site Contact Name & Phone # if different than above:

Date the leak was noticed:

Location inside the building where leak was noticed:

How severe is the reported leak?

Additional Information that may be of use:

Please Note: It is the reporting Agencies responsibility to research & provide as much accurate information regarding the existing roofing system as possible. This information will be used to assist in selecting the appropriate manufacturer certified Contractor. Unauthorized repair work can / will void a manufacturer's roof warranty. Please assist us in protecting your building and roof by providing as much detail as possible.