

Telecommunication Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, MD 20850

**Request for Telecommunications Services**

Please complete this form with as much information as possible. You must provide an administrator's signature and a drawing or floor plan for new work to be scheduled.

Please FAX or Pony this form to Telecom, Room 110, CESC, or Fax to 301 279-3771

Name of SCHOOL/Office/Location: \_\_\_\_\_

Name of Contact Person (Person making the request): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Room Location of Repair/Installation: \_\_\_\_\_

**We Need Telecommunications Services for:**

**Equipment Repair:**    \_\_\_ Telephone    \_\_\_ Computer    \_\_\_ other

**Service Repair:**    \_\_\_ Line Noise    \_\_\_ Dead Line    \_\_\_ Dead Phone

                             \_\_\_ Cross talk    \_\_\_ Cable            \_\_\_ Receptacle

**New Work:**        \_\_\_ Move/Change Location (attach drawing or Floor Plan)

                             \_\_\_ ADD a new location (from an existing line, include drawing and line number)

                             \_\_\_ ADD New number (requires reason, Name of Person, position, and location)

                             \_\_\_ Other: Please Describe below

Please Provide a description of the Repair needed or the installation requested:

\_\_\_\_\_

\_\_\_\_\_

**Signature of Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_

Telecom averages a turnaround rate of one day for emergencies, 7 days for normal work repair and 4-6 weeks for new work or changes. Please make sure that your business manager or administrative secretary is aware of this request.