Requesting Maintenance or Repairs

**Weekdays**
During normal business hours, contact your Area Maintenance Supervisor using the Maintenance Request Form on the Housing website at vanderbilt.edu/resed.

**Please provide your:**
1. Name
2. Building name
3. Room number
4. Phone number
5. Detailed description of the problem

**Nights and Weekends**
Report routine maintenance requests to the Area Maintenance Supervisor to be addressed the following business day.

**Emergency Repairs**
Immediately report to residential staff in your area issues that endanger health, safety, or the building structure.

**Fire and Life-Threatening Emergencies**
Call 1-1911 immediately.

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**Maintenance Supervisor Directory**

**Alumni Lawn**
*(Cole, McGill, Tolman)*
Moore 101 • 615-322-5602

**Blakemore • Greek Area • McTyeire**
Branscomb 1120 • 615-343-7489

**Branscomb Quad**
*(Lupton, Scales, Stapleton, Vaughn)*
Branscomb 1107 • 615-322-5605

**Carmichael Towers**
CTW 220A • 615-322-5603

**Highland Quad**
*(Chaffin, Lewis, Mayfield, Morgan)*
Morgan 110 • 615-322-5606

**The Martha Rivers Ingram Commons**
*(Crawford, Hank Ingram, Murray, Stambaugh, Sutherland)*
Hank Ingram House 116 • 615-322-5607

**The Martha Rivers Ingram Commons**
*(East, Gillette, Memorial, North, West)*
East House 112 • 615-322-5679

**Warren|Moore**
*(Rice, Smith, Elliston, Delbruck)*
Moore 101A • 615-322-5601

**Online Maintenance Request**
vanderbilt.edu/resed

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Office of Housing
& Residential Education