



Please address all telephone-related requests to the Property Services Division

Complete applicable sections and email to: brenda.davison@avrce.ca

General Information

Name of School/Location: _____

Civic Address: _____

Main Phone Number: _____ Contact Phone Number: _____

Contact Name: _____ Position: _____

Authorized by: _____ Due Date: _____

Request to Move Line

Phone Number to Move: _____ From Room #: _____ To Room #: _____

Does the new location have a phone jack? Yes No

Is a phone set required? Yes (complete request for new phone set below) No

Reason for move: _____

Request for a Change to an Existing Phone Line

Location of line to be changed (Room #): _____

Telephone Number Requiring Change: _____

Type of Change Required: _____

Request for an Additional Phone Line

Location of New Phone Line (Room #): _____

Does the new location have a phone jack? Yes No

Is a Phone Set Required? Yes (complete request for new phone set below) No

Is Voicemail Required? Yes No

Is Long Distance Required? Yes No

Reason for New Line: _____



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Request for New Phone Set (see type on bottom of existing phone)

- M5316 (Multi-button hands free)
- M9316 (Single Line Hands Free)

- M5208 (Multi-button)
- M9116 (Single Line Set)

Internal Display Name: _____

External Display Name (standard: AVR SB SCHOOLS): _____

Request for Repair

Phone Line #: _____ Whose Phone: _____

Troubleshooting

Is the line cord plugged into jack? Yes No

Is the line cord plugged into phone? Yes No

- static on the Line (check curly cord)
- line is dead
- buttons won't respond (check to see if button is stuck)
- other (please describe):

- new curly cord required
- display not working (check power cord)
- voicemail not working properly

Request for Programming Change

Change Internal Display Name to: _____

Change External Display Name to: _____

Directory Listing Change Required: Yes, change listing to read: _____ No

Request for Disconnection

Phone Number to Disconnect: _____

Disconnect Date Requested: _____

Message Required to Refer to a New Number: Yes, number to call: _____ No