

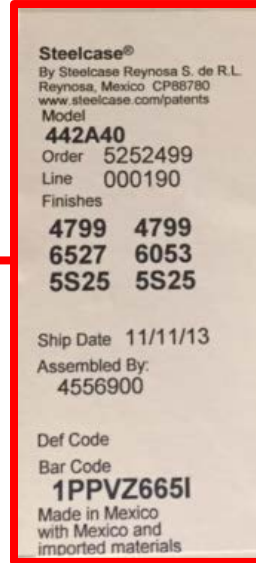
DEPARTMENT _____ BUILDING/ROOM # _____

CONTACT NAME _____ CONTACT PHONE _____

CONTACT EMAIL _____



The Steelcase
Sticker
Is Found
Beneath the
Seat of the Chair



Indicate Area of Repair

_____ 1-Arms

_____ 2-Back Lock Adjustment

_____ 3-Levers & Controls

_____ 4-Casters

_____ 5-Pneumatic Height Adjustment

_____ 6-Other

Chair Specifications

Step 1: Identify Chair Model
Ex: 442A40

Step 2: Identify Finishes
Ex: 4799 4799
6527 6527
5S25 5S25

Step 3: Provide Order#
Ex: 5368721

Step 4: Ship Date
Ex: 02/20/14

Step 5: How many chairs need repair?

Step 6: Describe the Problem

What is the purpose of this form?

Use this form to report problems you are having with Steelcase Seating. If something breaks or stops functioning on your Steelcase chair, C&PS & NBS can determine if the repair is covered under warranty by providing Steelcase with information specifically related to that chair. The CMU furniture installation team is trained to fix and repair Steelcase chairs, and they will make the repair to your chair.

How to use this form?

1. Provide the department information at the top of the form. Indicate the Building/Room # where the chair is (or will be) located.
2. Indicate the Area of Repair
3. Locate the Steelcase Sticker beneath the seat of the chair
4. Provide the information in Steps 1 – 5, and provide a brief description of what is wrong with the chair. Examples: chair won't go up or down, caster is broken
5. Email a copy of the form to watts1s@cmich.edu