[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Maintenance request form

Log every repair request in one place - what, where, how urgent, and who is on it.

Request number	[MR-0001]
Date raised	[Date]
Requested by	[Name, department]
Contact	[Phone / email]
Location	[Building, floor, room]

Fault description

[Describe the fault. What is wrong, when did it start, what is affected?]

Priority

Priority	[Urgent - safety / High - blocks work / Normal]
Access notes	[Keys, permits, out-of-hours access]

Work carried out

Assigned to	[Name / contractor]
Date completed	[Date]
Work done	[Description]
Parts used	[Parts and cost]
Follow-up needed	[Yes / No - details]

[Company name]

Requester sign-off

Resolved to satisfaction	Date	Signature
[Yes / No]	[Date]	

Sign-off

Technician	Facilities manager	Date