

MAINTENANCE REQUEST FORM

Request Location: _____ Request Number: _____

Requestor Information:

Full Name: _____

Department/Division: _____

Phone Number: _____

Email Address: _____

Asset/Equipment Information:

Asset/Equipment ID: _____

Asset/Equipment Description: _____

Location of Asset/Equipment: _____

Maintenance Request Details:

Type of Maintenance: _____

Description of Issue or Work Requested:

Priority Level: _____ Requested Completion Date: _____

Authorization and Approval:

Requestor Signature: _____ Date: _____

Supervisor/Manager Signature: _____ Date: _____

Maintenance Department Use Only:

Work Order Number: _____

Assigned Technician: _____

Date Work Started: _____ Date Work Completed: _____

Description of Work Performed:

I certify that the maintenance and repairs described above were completed in a workmanlike manner and in accordance with all applicable laws and standards. I release and hold harmless the Requestor, Supervisor, and Company from any further liability related to this maintenance work.

Maintenance Supervisor Signature: _____ Date: _____

REQUESTOR SIGNATURE

SUPERVISOR/MANAGER SIGNATURE

Signature: _____

Signature: _____

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