



Maintenance Request Form

Name: _____ Contact Phone No: _____

Building Address: _____

_____ Date : _____

New request: ☐ Follow up ☐

Description of the Issue/Request: _____ BMR # _____

If more room is required please continue on the back of this form

Signature: _____

Office Use Only:

Receiving Officer : _____ Date received : _____

Approved by: CEO / DCEO Yes / No Date sent to Maintenance Officer : _____

Entered into Maintenance Register : Yes / No
("F:\09 Housing\9.1.15 Maintenance Request\Housing & Building Mtce Issues.xlsx")

Date Administration received notification work is completed : _____

Date of Follow-Up : _____ Follow-Up Method : _____

Did the Reporting Person Confirm Satisfaction with the Work? Yes ☐

No (explain) : _____

Maintenance Register updated : Yes / No Maintenance Request form on Central Records : Yes / No

F:\09 Housing\9.1.0 Forms\Building Maintenance Request 20.01.25.docx

