Maintenance / Repair Request Form

Use this form to report repair or maintenance needs.

Employee Name	Employee Number
Department / Area	Supervisor Name
Machine / Vehicle / Unit Name	Machine / Truck / Unit Exact Location

Describe FULLY the maintenance need / repair request:

YES	NO	Has the supervisor in that area been notified of the maintenance or repair need?
YES	NO	Is this repair request URGENT?
YES	NO	Is the maintenance or repair request due to an accident or safety concern?

Employee Signature	Report Date