**Maintenance / Repair Request Form**

Use this form to report repair or maintenance needs.

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| --- | --- | --- | --- | --- |
| 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 |