**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 |