Maintenance/Repair Request Form

Use this form to report repair or maintenance needs.

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| Employee Name | | | Employee Number | |
| Employee Email | | | Employee Phone Number | |
| Department/Area | | | Supervisor Name | |
| Machine/Vehicle/Unit Name | | | Machine/Truck/Unit Exact Location | |
| Describe FULLY the maintenance need/repair request: | | | | |
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| Yes | No | Has the supervisor or manager 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 |

\*Complete the Maintenance/Repair Request Form and return it to the Maintenance Department. Be sure and fill your contact information above so we can keep in contact with you regarding your request. If there are any questions regarding this form or request please contact: .