**MAINTENANCE REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| No : | | Date : | |
| Reported by : | | Dept : | |
| Requested by : | | Room #/Location : | |
| Problem : | | | |
| Priority :  🞏 High | 🞏 Medium | | 🞏 Low |
| Assigned to : | | Time Spent (Hour/Min) : | |
| Completed by : | | Date Completed : | |
| Remarks | | | |

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