

# Maintenance and Repair Requests

## Sample Form For Maintenance And Repairs

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT/AREA: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

MACHINE/VEHICLE/UNIT NAME: \_\_\_\_\_

MACHINE/VEHICLE/UNIT LOCATION: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

Full description of maintenance or repair need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the area supervisor been notified of the maintenance or repair need?  Yes  No

Is this repair urgent?  Yes  No

Is the maintenance or repair due to an accident or safety concern?  Yes  No

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_