

## HARIRI CANADIAN UNIVERSITY

### Maintenance Request Form

S/N:

<b>REQUESTER</b>	<b>Requester Name:</b> _____		<b>Tel. Ext:</b> _____	<b>Date:</b> _____	
	<b>Dept. / College:</b> <u>Dorms</u>		<b>Dept. Code:</b> _____		
	<b>Description of work requested</b>				
	<input type="checkbox"/>	General Maintenance	<input type="checkbox"/>	Electrical	<input type="checkbox"/>
<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Lock & Key	<input type="checkbox"/>	Others
<b>Dorms room :</b> _____					
<b>Details:</b> _____ _____					
<b>Dept. Head / Dean Approval</b> _____					

<b>To be completed by maintenance section</b>	<b>Task assigned to:</b> _____		<b>Date work assigned:</b> _____
	<b>Description of work completed:</b> _____ _____ _____		
	<b>Materials used:</b> _____ _____ _____		
	<b>Time needed:</b> _____		<b>Date work completed:</b> _____
	<b>Signature of Technician:</b> _____		<b>Chief of Operations Approval:</b> _____

<b>Requester Assessment</b>	<b>*Job completed satisfactorily:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>If not completed, state the reason:</b> _____ _____ _____			
	<b>Signature:</b> _____			

**\* Above job is not considered completed without requestor approval**