

# Maintenance/Repair Request Form

Use this form to report repair or maintenance needs.

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:			
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: \_\_\_\_\_.**