

MAINTENANCE REQUISITION

Date

1. The following needs to be repaired:

2. It is located: (room #, etc.)

3. The following parts may be needed:

4. Possible cause of malfunction or breakdown:

Signature of Requestor

Date

Signature of Supervisor

Date

Maintenance completed by _____
Signature

Date

Completed by _____
Signature

Date

COMMENTS:

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