

School maintenance request form

Complete sections 1–3 and send to the site team. Leave section 4 for the person doing the work.

1. Reported by

Staff name	Team / department
Contact email / extension	Date reported

2. Where is the problem?

Building / area	Room / location
Item or fixture affected	When was it first noticed?

3. Repair needed

Describe the problem and the work requested	
Access arrangements	Preferred time for the work

4. Site team use

Work completed / action taken	Further work needed
Completed by	Completion date