

# Maintenance Request Form in Housekeeping

Date of Request: \_\_\_\_\_

Room/Area: \_\_\_\_\_

Name of Housekeeping Staff: \_\_\_\_\_

Description of Issue:

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Urgency Level:

- Low
- Medium
- High

Equipment or Furniture Involved:

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Action Required:

- Repair
- Replacement
- Cleaning
- Other (Please Specify) \_\_\_\_\_

Date Issue Noticed: \_\_\_\_\_

Date Actioned: \_\_\_\_\_

Comments/Remarks:

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