

Maintenance Request and Approval Form

Requestor Name

Department/Location

Request Date

Equipment/Area Needing Maintenance

Description of Problem/Task

Priority

Select priority

Work/Action to be Performed

Estimated Cost (if any)

Date	Action Taken / Remarks	Performed By

Requestor’s Signature

Date: _____

Maintenance Supervisor Approval

Date: _____

Manager/Department Head Approval

Date: _____

- Ensure all information, especially description and priority, is clearly filled out.
- Approvals are mandatory before commencing any maintenance work.
- Document all actions and remarks for future reference and record keeping.
- Use this form for both scheduled and urgent maintenance requests.