

Template



MAINTENANCE REQUEST FORM TEMPLATE

Complete all fields and submit to your maintenance team or property manager.

FOR OFFICE USE ONLY

Work Order #:

Date Received:

1. REQUESTER INFORMATION

Full name	Date of request
Phone number	Email address
Unit/Room/Location	Building/Property/Site

2. LOCATION/ASSET DETAILS

Asset ID/Equipment name	Asset category
Department/Zone/Floor	Best time for access

3. PRIORITY LEVEL



☐ Emergency (immediate safety risk)	☐ Urgent (24-48 hours)	☐ Routine (scheduled)
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4. DESCRIPTION OF ISSUE

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5. SAFETY & COMPLIANCE

☐ Lockout/Tagout required	☐ PPE required	☐ Regulated/Inspection asset
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6. ATTACHMENTS & SIGN-OFF

Photo attached? ☐ Yes ☐ No	Requester Signature
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Assigned to	Status	Date completed