# Maintenance Request Form

**Purpose:** This form is used to report any malfunctioning equipment or request maintenance for operational tools, machinery, or infrastructure. It helps ensure timely repairs and maintain facility safety and efficiency.

## Requester Information

**Name:** {requesterName}

**Department:** {department}

**Contact Number:** {contactNumber}

**Email Address:** {email}

**Date of Request:** {requestDate}

## Equipment Details

**Equipment Name:** {equipmentName}

**Serial Number:** {serialNumber}

**Location:** {location}

**Asset Tag (if applicable):** {assetTag}

## Issue Description

{issueDescription}

## Urgency Level

{urgencyLevel}

## Additional Remarks

{additionalRemarks}

## Parts Required

{#parts}

* **{partName}** — *{quantity}*

{/parts}

## Affected Departments/Areas

{#affectedAreas}

* {area}

{/affectedAreas}

## Attachments Provided

{#attachments}

* {fileName}

{/attachments}

## Technician Section

**Assigned Technician:** {technicianName}

**Date Assigned:** {assignmentDate}

### Repair Details

**Work Performed:**

{repairDetails}

### Materials Used

|  |  |  |
| --- | --- | --- |
| **Material Name** | **Quantity** | **Usage Note** |
| {#materialsUsed}{materialName} | {quantity} | {usageNote}{/materialsUsed} |

### Completion Status

**Date Completed:** {completionDate}

**Status:** {completionStatus}

{#wasFollowUpRequired}

**Follow-up Required:** Yes

**Details:** {followUpDetails}

{/wasFollowUpRequired}

{^wasFollowUpRequired}

**Follow-up Required:** No

{/wasFollowUpRequired}