

# Maintenance Requisition Report

## Contact details

**Department:** [Select department] **Req. no.:** [Enter number]

**Contact officer:** [Enter name] **Phone:** [Enter phone number]

**Approved by:** [Enter name] **Date:** [Select date]

## Equipment

**Equipment:** [Enter type of equipment]

**Make/model:** [Enter make or model number]

**Location:** [Enter location of equipment]

**Details of fault:** [Enter the details of the equipment fault]

### SECTION BELOW TO BE FILLED IN BY MAINTENANCE TECHNICIAN

**Technician:** [Enter name] **Date/time started:** [Enter details]

**Signature:** **Date/time finished:** [Enter details]

**Comments:** [If applicable, enter comments]

**Materials:** [Enter any materials used]