

Maintenance Request Form

Facilities & property repair requests

OnlineFormTemplates.com: Free fillable template

Requester information

Requester name

Phone / email

Date submitted

Preferred completion date

Location & issue

Building / location

Room or unit number

Description of issue

Access instructions (entry permission, pets, hours)

Priority level

Low

Routine

Urgent

Emergency

Office use only

Work order number

Assigned to

Date received

Scheduled date

Approved by (signature)

Date

Fillable PDF for property managers, facilities teams, and maintenance offices.