

# Maintenance Request

**Please ensure that this form is completed with as much details as possible.**

<b>PERSON SUBMITTING REQUEST:</b>
<b>GROUP/CLUB:</b>
<b>CONTACT PHONE NUMBER:</b>
<b>POSTAL ADDRESS:</b>
<b>POSTAL ADDRESS:</b>



**Alternative Contact:** .....

**Address:** .....

.....

**Phone:** .....

Please ensure that an alternative contact is listed in case we are unable to reach the first contact person.

<b>FACILITY REQUIRING MAINTENANCE:</b>						
<b>EXACT AREA:</b> <i>e.g. Lighting pole at north end of reserve</i>						
<b>PRIORITY:</b> <i>Please see below for applicable time-frames</i>	<b>Critical</b>	<b>High</b>	<b>Medium High</b>	<b>Medium Low</b>	<b>Low</b>	<b>Due Process</b>
<b>DETAILED DESCRIPTION OF WHAT IS REQUIRED:</b>						

Do you require Recreation Services to contact you to discuss this request further? YES  NO

## Priority Time-Frames

**NB: Working days/weeks (not calendar)**

- ☆ **DUE PROCESS** – will need to be budgeted, may require quotations etc etc
- ☆ **LOW** – within one month
- ☆ **MEDIUM LOW** – 2 weeks
- ☆ **MEDIUM HIGH** – 1 week
- ☆ **HIGH** – 2 days
- ☆ **CRITICAL** – 1 day



If you have any queries, please contact Recreation Services on 9550 3601.  
updated 1 February 2005

## FOR OFFICE USE ONLY

<b>Date Received:</b>	<b>Action taken:</b> .....
<b>Actioning Officer:</b>	.....
<b>Service Request Number: (if applicable)</b>	<b>Date Closed:</b>