

# REPAIR & MAINTENANCE REQUEST

Ticket ID:   [REQ-XXXX]  

<b>Requester Name:</b>	<u>  [Name]  </u>	<b>Date:</b>	<u>  [Date]  </u>
<b>Location / Unit:</b>	<u>  [Office Room 4B / Apartment 12]  </u>		

## 1. Issue Details

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**Priority Level:**

Low (Routine)     Medium (Needs attention soon)     High (Urgent / Emergency)

**Description of the Problem:**

*[Please describe the issue in detail, including when it started...]*

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## 2. Authorization & Resolution (Internal Use)

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Permission to enter premises for repair:     Yes     No (Call first)

**Requester Signature**

**Maintenance / Supervisor Sign-off**

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Date Submitted

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Date Completed

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