



2022 Repair & Maintenance Form

Please fill this form out when repair or maintenance is needed.

This must be submitted to the Office Manger as soon as possible so that the item can be attended to quickly.

Date: _____ Staff Name: _____

Program: _____

Description of item/area needing addressed: _____

Location of item/area needing addressed: _____

Please draw any specifics of the location or the problem:

Description of how the item/area was addressed or fixed: _____

Completed By: _____ Date: _____



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