

# Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing.

**Address:** 224 Victoria Street, Mackay Qld 4740

**Email:** mackaypmassist@exploreproperty.com.au

**Fax:** 07 4898 1931 **Phone:** 07 4898 1909

## DETAILS

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Property address: \_\_\_\_\_

Tenants name: \_\_\_\_\_

Tenants contact no.: \_\_\_\_\_

## MAINTENANCE

Plumbing

Electrical

General Repairs

Other, specify: \_\_\_\_\_

Model of Appliance if applicable: \_\_\_\_\_

## COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCESS TO PROPERTY

Please choose one of the following options regarding the tradespersons access to carry out maintenance at the property

The tradesperson can collect keys from Explore Property and attend the property without me being present

I wish to be present when the tradesperson attends the property

## OFFICE USE ONLY

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received by: \_\_\_\_\_

Landlord name: \_\_\_\_\_

**URGENT** \_\_\_\_\_

**NOT URGENT** \_\_\_\_\_

Tradesperson Organised: \_\_\_\_\_

Work Order Sent: \_\_\_\_\_

# Building Maintenance Request Form Template

**K Morrison**



## **Building Maintenance Request Form Template:**

Operations Manual for Owners and Managers of Multi-unit Residential Buildings Canada Mortgage and Housing Corporation, Efficiency Engineering Inc, 2003 This manual provides multi unit residential building owners housekeeping and groundskeeping services structural mechanical and electrical maintenance utilities bills budgets monitoring energy conservation budgeting and financial control emergency lease administration hiring contractors and creating an organized filing system Copies of forms that can be used in various aspects of building administration are provided throughout Appendices include lists of property manager superintendent responsibilities a template for an emergency fire safety plan a sample tenant information package a master operational checklist a schedule of budget times required for various cleaning tasks and other supplementary information

**Durability of Building Materials and Components 8: Information technology in construction** Michael A. Lacasse, Dana J. Vanier, 1999 This set of conference proceedings focusses on topics related to integrating existing knowledge together with more recent contributions on service life computer integrated construction information technology decision support systems design systems life cycle models product modelling process modelling and virtual reality human computer interaction Includes indexes *Federal Register*, 1966-12

**Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board, 2008 *Reports of Proceedings ...* Boston (Mass.). City Council, 1890

Comprehensive Geographic Information Systems, 2017-07-21 Geographical Information Systems Three Volume Set is a computer system used to capture store analyze and display information related to positions on the Earth's surface It has the ability to show multiple types of information on multiple geographical locations in a single map enabling users to assess patterns and relationships between different information points a crucial component for multiple aspects of modern life and industry This 3 volumes reference provides an up to date account of this growing discipline through in depth reviews authored by leading experts in the field VOLUME

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Highway & Heavy Construction, 1943 **Labor Relations Reference Manual**, 1955 **Daily Labor Report**, 1955 **Facilities**

**Design & Management**, 2001-06 **Texas Register** Texas. Secretary of State, 2006 **Data Sources**, 2000

**Engineering & Building Record and the Sanitary Engineer**, 1890 Roads and Streets, 1943 Issues for include

section Bituminous roads and streets    **Engineering Record, Building Record and Sanitary Engineer** ,1890  
    **Engineering News and American Contract Journal** ,1913    **Filling the Pipeline and Paying the Piper**  
Association of American University Presses,1995    Rural Builder ,1997    Army-Navy-Air Force Register and Defense  
Times ,1930    **Critical Issues in Software** Werner L. Frank,1983

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