



ST JOHN'S COLLEGE

within the University of Sydney

Maintenance Request Form

Please complete this form if you wish to report any damage or malfunction, or request repairs or improvements. Please return form to Reception.

Name:

Date:

Location of problem/room number:

Description of problem:

For Office Use
Work assigned to: _____ Job No: _____
Authorised by: _____
Completed: YES NO OH&S Issue: YES NO
Any remaining work to be done: _____
Work carried out in-house or outside contractor: _____