



Inspiring Innovation and Leadership

KARATINA UNIVERSITY

EST/F001

ESTATES DEPARTMENT

Repairs / Maintenance request form

From.....

Date.....

Dept / School.....

Designation.....

Give a brief description

.....
.....
.....
.....

Received by

Designation.....

Date

Time

Repairs / maintenance carried out.....

Date and time completed.....

Signed

Confirmation by H.O.D Estates.....

Date

Confirmation

I Designation.....

do confirm that the above repairs / maintenance have been carried out to my satisfaction as earlier requested.

Signed.....

Date..... Time.....

***This form should be filled in triplicate**