

수리 신청서

Repair/Maintenance Request Form

청구인 Name _____ 신청일 Date of Request: ____/____/____

부서 Ministry : _____ 연락처 Phone or Email : _____

수리할 내용 Description of work or repair:

수리할부분/Items to be repair :

난방장치/AC or Heater 전구/Light Bulb 문/Door

수도/Faucet 화장실/Bathroom 책상,의자/Desk,Chair

기타/Others _____

For Office Use Only:

Date Reviewed: ____/____/____ Priority Assigned: _____

Authorized By: _____

Comment:

Date Work Completed: ____/____/____ Number of Days to Complete: _____

Work Assigned To: _____

