



1003

Maintenance Request form

"Objective # 1, 100% Satisfaction to Guests and Employees."

Date _____ Location _____
Request filled out _____ of work to be done, i.e. room #, meeting room name, etc.

Details of problem or work to be done.

As much detail as possible, may save maintenance asking for more information.

Who made request?

Guest, pool member, name and dept. of Holiday Inn employee, inspector, etc.

When required by? Date _____ Time _____

When should the request be completed, or when should information on its status be available?

Who filled out this form? _____ Dept. _____

This information very important, so that maintenance can get more info. and notify completion.

Other Information

Any additional information that will help to get the request completed,
i.e. When will room be available, room occupied, stay over, when is a good time to start, etc.

Maintenance Department's reply. _____ Has request been totally completed? details!
Yes ☐ No ☐

Card # _____ Date _____ Signed _____