



PINNACLE COLLEGE

REQUEST FOR MAINTENANCE FORM

Staff members who require maintenance on their classroom and or equipment must complete this form.

Details of Maintenance Request

Full Name of Teacher: _____

Urgency: Minimal Moderate High

Preferred Time for Maintenance to Occur: _____

Preferred Day:

Monday Tuesday Wednesday Thursday Friday

Nature of Maintenance Required (Please list):

Authorisation by

Name: _____

Approved: Yes No

Reason for Refusal:

Signature: _____

Date: _____