

Workshop Repair Request Template

Request No.

Date

Department

Requested By

Phone/Ext

Location

Item/Equipment Details

Equipment Name

Asset/Serial No.

Model

Manufacturer

Description of Fault / Issue

Workshop Use Only

Received By

Date Received

Priority

Select

Action Taken / Repairs Done

Completed By

Date Completed

Remarks

Requested By (Signature)

Completed By (Signature)