

COFFS HARBOUR EDUCATION CAMPUS

MAINTENANCE / SERVICE / SUPPORT / EQUIPMENT REQUEST FORM

Note: This form must be completed in Adobe Acrobat Reader/Pro

Date:	
Requestor:	
Partner:	
Section/Faculty/Unit:	
Job/Task Contact Person:	
Contact Number:	
Request Category:	
Is this request an Emergency or Safety Hazard?	
<p>For emergencies or safety hazards, please initially report to Facilities on 6659 3798, ext 3798 or (0437) 513 708 or if no answer, contact the Switchboard on 6659 3000 or ext 3000</p> <p><i>Remember to report any safety hazard, incident, injury or near miss as per your respective Incident Notification Procedure</i></p>	
Urgency/Priority:	
Block/Location:	
Room:	
Request Detail/Description: <i>Please be specific & include all requirements</i>	
Timeframe/Date Required:	
Additional Comments/Information:	
<p><i>Press 'Submit Form' below and email completed form to chec.facilities@tafensw.edu.au</i></p>	
Facilities Office Use Only:	
Endorsed:	
Allocated to:	
Date Acknowledged:	
Progress Update Provided:	
Task Completion Date:	
Date Close Out Communicated:	
Task Duration:	
Facilities Comments:	