



Form

Maintenance Order Form

Boarding House

Please only log one repair per sheet

Date	
Time	
Tenant name	
Room number	
Repair reported by	
Tenant contact number for access	
Location of repair e.g. kitchen area, behind door	
Description of repair (please include as much detail as possible)	

Office Use Only

Repair received by	
Date logged with HSA	
Date Completed	
Comments	

Urgent repairs that have been telephoned through:

Date telephoned through	
Time telephoned through	
Telephoned through by	
Operative taking the repair	