



# UCT Request for Building Maintenance

Updated: 16/03/2018

Short Description of Fault or Request:

Detailed Description of Fault or Request:

(Eg. Toilet leak at back/cistern/flush button/flushing continuously ; Lights dead in lecture room/passage front/back/left right)

Functionality:

Equipment:

Category of Fault or Request:

Building or Campus Area:

Faculty or Department:

Wing or Block:

Floor or Level:

Room, Flat or Lift no.:

Room or Area Description:

Reported by:

Reporter Extension no.:

Contact person:

Contact person Extension no.:

Contact person E-mail address:

Rendered on: