

REQUESTED BY (Customer's Name): _____
 TIME : _____

 DATE: _____
 RECEIVED BY: _____
 (AA's , Maintenance / Service Providers)

SERVICE REQUESTED	ACTION TAKEN	RESPONSE DATE	TIME		
			STARTED	COMPLETED	ELAPSED

COST OF MATERIALS

MATERIALS SUPPLIED	QUANTITY	UNIT COST	SUB-TOTAL

LABOR COST

WORKS UNDERTAKEN	TIME ELAPSED	UNIT COST	SUB-TOTAL

TOTAL COST

P
PLEASE MARK STATUS OF SERVICE REQUEST
☐

For billing to customer

☐

Customer to undertake works. No further action needed

☐

Charged to building

☐

Under observation

CUSTOMER FEEDBACK

QUALITY OF WORK
☐

Satisfied

☐

Not Satisfied

Remarks: _____


RESPONSE TIME
☐

Satisfied

☐

Not Satisfied

Remarks: _____

I fully understand that the performance of work inside my unit by the property management staff is under my instruction and I have full knowledge that I have an option to get independent contractors to undertake such works. I shall not hold the property management or its staff liable for any damage that may be caused in the performance of or incidental to this service request.

Customer's complete name & signature: _____

Telephone Number: _____

ACKNOWLEDGED BY: (Maintenance Staff/Service Providers)

APPROVED BY:

Signature Over Printed Name

PM / BE

Date

Date