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Conducted on	
Prepared by	
Location	Q
Personnel	

Your Maintenance Request

To request minor maintenance tasks please provide detail and a photo if possible. A notification is automatically sent to Team manager to review.

Name of person requesting.	
Site	
Date	

Equipment/Area

Problem (What/Where/When/How Much) Explain what the issue or problem is

Solution Explain what your idea is to solve/improve the issue

Add photo/s if needed	
Draw a diagram if needed	

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