

Maintenance Request Form

Please provide the below information to raise a maintenance request with Asset Services, Property Management.

When your maintenance work is raised, you will receive a confirmation email. If more information is required, you will be contacted via the details you provide below.

If the matter is urgent (priority 1 or 2 as per the table on page 2), please contact 8207 0737.

Date Requested		Cost Centre:	
Site Location Number, Street Name And Suburb:			
Detailed location of fault <small>(e.g., Room number, front door, laundry)</small>			
Provide details of Maintenance required and attach photo's if possible			
Client Damage <small>(i.e., Broken window, holes in wall)</small>	Yes No	Client Request <small>(i.e., House Modifications/or Equipment)</small>	Yes No Client NDIS Number..... Client Number
Priority Level <small>(Refer Table on Page 2)</small>	2	3	4
Please nominate desired Attendance time for contractor			
Requested by:			Please provide 2 Site Contact No:
Authorised Manager:			Manager Phone No:

Please Note: Your authorised manager will receive an email confirming the receipt of this form. Please contact your manager to confirm receipt of this request.

Send Request to Manager

I (the Authorised Manager) authorise this maintenance Request.

Send to Asset Services, Property Management

A MYSafety job will be raised.

Raise in MYSAFETY
Click here if this request presents a potential WHS Risk/Workplace Hazard

[General Enquiries details are available here: DHS Wellbeing and Safety Unit](#)

Priority	Response Time	
	Metropolitan	Regional
1	Emergency Only – within 1 Hour	Emergency Only – within 4 Hours
2	High Priority – within 1 Business Day	High Priority – within 3 Business Days
3	Within 5 Working Days	Within 5 Working Days
4	Within 5 to 30 Working Days	Within 14 to 30 Working Days

After hours priority 1, Please contact 8207 0655.