

School Facility Maintenance Request Form

This **School facility maintenance request form sample** provides a structured way for staff and students to report issues efficiently. It ensures timely repairs and helps maintain a safe, functional learning environment. Using this form streamlines communication between users and maintenance teams.

Your Name

Your Role

Select Role

Email Address

Location of Issue (Room/Area)

Type of Issue

Select Issue

Issue Description

Please provide a detailed description of the problem.

Urgency

Select

Submit Request

A copy of your request will be sent to the maintenance department. Please allow up to 48 hours for a response.