

Preventive Maintenance Request Form Sample

Use this **preventive maintenance request form sample** to easily schedule and document routine equipment inspections and repairs. It helps ensure timely upkeep, reducing unexpected breakdowns and prolonging asset life. Streamline your maintenance process by capturing all necessary details efficiently.

Date of Request

Requested By

Full Name

Department

Department or Section

Equipment / Asset Name

e.g., Air Conditioner, Generator

Asset ID / Serial Number

Location

Building, Floor, Room No.

Type of Maintenance

-- Select Type --

Description of Issue (if any)

Describe observed issues or special instructions

Preferred Date for Maintenance

Additional Remarks

Any additional notes

Submit Request