

Facility Management Service Request Record Form

This **facility management service request record form sample** ensures accurate tracking and efficient handling of maintenance requests. It streamlines communication between staff and management, allowing for prompt resolution of facility issues. Using this template improves organization and accountability in facility management operations.

Date of Request**Requestor Name****Department/Section****Facility Location****Contact Information****Type of Service/Issue** Select **Description of Issue/Request****Priority Level** Select **Assigned To (Staff/Contractor)****Status** Select **Actions Taken/Comments****Date Completed****Verified By**