

Hotel Room Maintenance Request Form

Use this **hotel room maintenance request form** sample to efficiently report and track maintenance issues in guest rooms. It streamlines communication between staff and maintenance teams, ensuring timely resolution. This form helps maintain high standards of comfort and safety for hotel guests.

Date of Request

Room Number

Guest Name (if applicable)

Reported By

Type of Maintenance Issue

-- Select Issue Type --

Description of Issue

Briefly describe the maintenance issue...

Priority Level

-- Select Priority --

Action Taken (for staff use)

To be filled by maintenance staff

Resolved By (for staff use)

Date Resolved (for staff use)

Submit Request