



MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(AN AUTONOMOUS INSTITUTION)
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)
Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

MAINTENANCE REQUEST FORM

Request Date: _____

Requester Name: _____

Department: _____

Contact Information: _____

Issue Description:

Requested Maintenance Type:

☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Civil ☐ Other: _____

Assigned To (Technician/Personnel): _____

Assigned Date: _____

Work Completion Status:

☐ Pending ☐ In Progress ☐ Completed

Resolution Details:

Completion Date: _____

Remarks from Maintenance Personnel:

Requester Signature: _____ **Maintenance Personnel Signature:** _____