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| --- | --- | --- | --- | --- | --- | --- |
| **Hotel Maintenance Request** | | | | | | |
| Room No. |  | | Date: |  | |  |
| Requested by: |  | | Department: |  | |  |
| **Broken Item(s):** | | 🞎 TV/Cable | **Missing Item(s)** | | 🞎 Light Bulb |  |
|  | | 🞎 Phone |  | | 🞎 Router/Wi-Fi Password |  |
|  | | 🞎 Router/Internet |  | | 🞎 TV Remote |  |
|  | | 🞎 Mattress |  | | 🞎 Shampoo/Conditioner |  |
|  | | 🞎 Bedframe |  | | 🞎 Soap |  |
|  | | 🞎 Chair |  | | 🞎 Shower Cap |  |
|  | | 🞎 Table |  | | 🞎 Towels |  |
|  | | 🞎 Fridge |  | | 🞎 Sheets |  |
|  | | 🞎 Sink |  | | 🞎 Ice Bucket |  |
|  | | 🞎 Toilet |  | | 🞎 Hair Dryer |  |
|  | | 🞎 Shower |  | | 🞎 Iron |  |
|  | | 🞎 Light/Socket |  | | 🞎 |  |
|  | | 🞎 |  | | 🞎 |  |
| Description: | |  | | | |  |
| Location: | |  | | | |  |
| Priority Level: | |  | Deadline: | |  |  |
| Received by: | |  | Assigned to: | |  |  |
| Completed on: | |  | Signature: | |  |  |
| Notes: | |  | | | |  |
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