



## Maintenance Request Form

### Purpose:

To report any maintenance issue, damage, safety concern, or repair need relating to MI Care's building, vehicles, equipment, or grounds.

### 1. Request Details

Date of Request: \_\_\_\_\_

Name of Person Reporting: \_\_\_\_\_

Role / Connection to MI Care:

Volunteer

Staff

Committee Member

Facilitator

Member

Visitor

Other: \_\_\_\_\_

Contact Phone or Email: \_\_\_\_\_

### 2. Location of Issue

MI Care Building (inside)

MI Care Building (outside)

Grounds / Garden

Vehicle (specify): \_\_\_\_\_

Equipment (specify): \_\_\_\_\_

Other: \_\_\_\_\_

Exact location or room:

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### 3. Description of Issue

Please describe the maintenance problem, damage, or concern:

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### 4. Urgency Level

High – Safety risk, essential service affected, or urgent repair needed

Medium – Needs attention soon but not an immediate risk

Low – Minor issue, cosmetic, or routine maintenance

If High, briefly explain why:

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### 5. Photos (optional)

Photos attached

No photos available

## 6. For Office Use Only (Admin / President / Committee)

**Date Received:** \_\_\_\_\_

**Assigned To:** \_\_\_\_\_

**Action Required:**

**Estimated Cost (if known):** \_\_\_\_\_

**Approval Required:**

Yes

No

**Approved by:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Notes:**

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