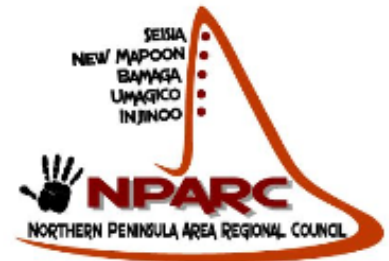


# BUILDINGS MAINTENANCE REQUEST FORM



Please email completed form to [maintenance@nparc.qld.gov.au](mailto:maintenance@nparc.qld.gov.au)

This form is to be used for ALL NPARC owned and managed buildings, offices and leased properties. Incomplete forms will not be processed.

<b>Date</b>		<b>Department</b>		<b>Area Custodian</b>	
<b>Output Team</b>					
<b>Location/Address</b>					
<b>Contact Person</b>		<b>Work #</b>		<b>Mobile #</b>	
<b>Email Address</b>					

<b>Department Cost Code</b>				
<b>Type of trade required</b>	<b>Plumber</b>	<b>Electrician</b>	<b>Carpenter</b>	<b>*Other</b>
<b>If *Other, please specify</b>				
<b>Nature of damage</b> <i>(Please provide details below and attach photos – if any)</i>				
<b>Cause of damage</b> <i>(Please provide details below and attach photos – if any)</i>				

## OFFICE USE ONLY

<b>Quote #</b>		<b>Quote supplied by</b>	
<b>Requisition #</b>		<b>Purchase Order #</b>	<b>Date raised</b>

<b>Document Type</b>	Form	<b>Document #</b>	
<b>Document Name</b>	Buildings Maintenance Request Form		
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<b>HPE Content Manager</b>		<b>HPE DL#</b>	