

# Electrical Maintenance Request Template

**Date of Request****Requested By**  
Name**Department / Location**  
Department or Location**Problem Description**

Briefly describe the issue...

**Equipment / Area Affected**

e.g., Air Conditioner, Lighting Panel, etc.

**Urgency Level**

Select

**Contact Info**  
Phone or Email**Additional Notes****Requested By**

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Date: \_\_\_\_\_

**Maintenance Approval**

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Date: \_\_\_\_\_