Electrical Fault Notification Form

Date

Time

Location/Room No.

Enter location or room number

Reported By

Name

Contact Number

Contact Number

Type of Fault

--Select--

Description of Fault

Describe the fault in detail

Urgency Level

--Select--

For Maintenance Use Only

Assigned To

Technician Name

Date Completed

Actions Taken

Describe what was done

Remarks

Any additional remarks