

# Hotel Equipment Repair Request

Document No. e.g. HRR-2024-001

Date

Department e.g. Housekeeping

Requested By Name

## Equipment Details

Equipment Name e.g. Washing Machine

Equipment ID / No. Serial/ID Number

Location e.g. Laundry Room

## Problem Description

Describe the issue or malfunction in detail

## Repair Details (To be filled by Maintenance)

Date Received	Date Completed	Work Done	Parts Replaced

Requested By

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(Signature & Name)  
Maintenance Approval

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(Signature & Name)  
Manager Approval

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(Signature & Name)