

# Maintenance Accident Report

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## Hotel Information

Hotel Name

Address

## Accident Details

Date of Accident

Time

Location within Hotel

Nature of Accident

Injuries Sustained (if any)

## People Involved

Employee(s) Involved

Witnesses (Name & Contact Info)

## Description of Accident

Describe what happened (include sequence of events, equipment involved, etc.)

## Immediate Actions Taken

What immediate actions were taken after the accident?

Manager's Remarks

Reported By

Date