

Student Housing Maintenance Request Form

Complete one form per issue and hand it to the front desk, or scan the QR code in your room to report it online.

Field	Details
Building	
Unit / room number	
Resident name	
Phone	
Email	
Preferred contact method	
Location in unit (kitchen, bathroom, bedroom, communal)	
Asset affected (fridge, shower, door, light)	
Description of the issue	
Photo attached (yes / no)	

Urgency

Priority	Definition	Target response	Tick
Emergency	Safety, security, water, heat or power loss	4 hours, attend same day	
Urgent	Habitability affected but not dangerous	24 hours, complete in 3 days	
Routine	Cosmetic or non-blocking issues	Acknowledge in 24 hours, complete in 7 days	

Permission to enter

I give permission for staff or contractors to enter my unit when I am not present: YES / NO

Access notes (pets, entry times to avoid, key location): _____

Resident signature _____ Date _____

Staff use only

Ticket #	Received by	Date received	Assigned to	Date completed	Resident notified