

Chinese Association of Victoria – 8 Ashley St, Wantirna 3152

Maintenance Request Form

Request No. 2024/

(Office Use Only)

Date: _____

Job Request - Urgent (Y) / (N) – please cross

From: - _____ **Position/Group** _____

Email:- _____ **(eg. School Council/Subgroup/Exco)**

Contact:- _____

Description of Job Request – where possible please attached photos

Team Leader will notify the progress of job to the Request team

Please email request to Shirley Teh steh59@gmail.com or 0416047138

Maintenance Group Received Date: _____

Job Assign to Maintenance Committee: _____

Job Signed off by Maintenance Team (Under \$2000 only)

1. _____ **2.** _____