Hotel Maintenance Request

Room No. _____ Date: _____

Requested by: _____ Department: _____

Broken Item(s):

- ☐ TV/Cable
- ☐ Phone
- ☐ Router/Internet
- ☐ Mattress
- ☐ Bedframe
- ☐ Chair
- ☐ Table
- ☐ Fridge
- ☐ Sink
- ☐ Toilet
- ☐ Shower
- ☐ Light/Socket
- ☐

Missing Item(s)

- ☐ Light Bulb
- ☐ Router/Wi-Fi Password
- ☐ TV Remote
- ☐ Shampoo/Conditioner
- ☐ Soap
- ☐ Shower Cap
- ☐ Towels
- ☐ Sheets
- ☐ Ice Bucket
- ☐ Hair Dryer
- ☐ Iron
- ☐
- ☐

Description: _____

Location: _____

Priority Level: _____ Deadline: _____

Received by: _____ Assigned to: _____

Completed on: _____ Signature: _____

Notes: _____

_____

_____

_____