



Student Hostel Maintenance Feedback/Request Form

STUDENT SERVICES DEPARTMENT

Name _____ Student ID _____

Accommodation Unit ☐ Male Hostel ☐ Female Hostel Class _____Occupancy Type ☐ Single ☐ Sharing with (Name) _____Maintenance Request ☐ Malfunction of _____

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Ceiling Fan | <input type="checkbox"/> Ceiling Lights | <input type="checkbox"/> Fridge | <input type="checkbox"/> Water Heater |
| <input type="checkbox"/> Gas Stove | <input type="checkbox"/> TV | <input type="checkbox"/> Study Table | <input type="checkbox"/> Study Chair |
| <input type="checkbox"/> Dining Table/Chairs | <input type="checkbox"/> Curtain | <input type="checkbox"/> Wardrobe | <input type="checkbox"/> Bed Frame |

Details _____

Others _____

I acknowledge that the maintenance feedback or request will be attended only during the office hours for a reasonable period for efficient repair and maintenance. Adequate repair or replacement of the spoilt item(s) / malfunction will be taken place should it be under wear-and-tear disorder. The Academy is not reliable for any damages and lost of furniture, fitting, appliances and personal belongings. The cost of loss and damage will be charged to all residents on sharing basis after in-depth investigation. Failure to comply with the charges shall result in the forfeiture of the residents' rental deposit or further charges.

I hereby acknowledge and agree the above terms and conditions

Received by

Name _____

Date _____

Student Services Personnel _____

Date _____

FOR OFFICE USE ONLY

Check condition on _____ Action Taken _____ Expenses _____

Remark _____

Acknowledgement on Maintenance

Name _____

Date _____