



Student Hostel - Maintenance Feedback / Request

Name	
IC / Passport No	Gender Male / Female
Programme	Student ID
Accommodation Unit	
Occupancy Type	Single / Sharing with (Name)
Maintenance Feedback	<u>Malfunction of</u> <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Water Heater <input type="checkbox"/> Fridge <input type="checkbox"/> TV <input type="checkbox"/> Ceiling Lights <input type="checkbox"/> Gas Stove <input type="checkbox"/> Others Details
	<u>Repair / Replacement Needed on</u> <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 <input type="checkbox"/> Others Details
Overall Feedback / Special Request

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

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 Contact |
 Date |

For Office Use Only.

Received by Date

Check condition

Repair / Replacement

Charges / Report

Case closed