

## MAINTENANCE REQUEST FORM

It is AAC policy that all maintenance requests are submitted in writing. Please complete and submit this form to Archerfield Airport Corporation via Fax- (07) 3275 8001 or email - [aac@archerfieldairport.com.au](mailto:aac@archerfieldairport.com.au)

AAC will respond to you within 24 hours (Monday to Friday) and provide a date on which the fault will be assessed. If the matter occurs after hours and needs IMMEDIATE attention, call Laurie Prior on 0414 233 903. If the matter is life-threatening, call 000.

Date of Request:		Site No:	
Name of person submitting request:		Contact No: Email:	
Company Name:			
Nature of Fault: <i>(attach diagram or photos if available)</i>  Complete if relates to appliance			
	Gas / Electric		Make/Brand  Model No.:
Priority Level	URGENT		NON-URGENT
<b>I authorise AAC and contractor/s to use keys to gain access to the site without further notice to me</b>			YES    NO

<b><i>For AAC Office Use Only</i></b>			
<b><i>REQUEST NO:</i></b>		<i>Person Request allocated To:</i>	
<i>Date Request Allocated:</i>		<i>Date Initial Response Provided to requestor:</i>	
<i>Date Completed</i>		<i>Completed by:</i>	
Notes:			