



MAINTENANCE REQUEST FORM

All maintenance requests must be submitted in writing.
 AAC will respond to your maintenance request with 24 hours (Monday to Friday). For urgent after hours matters, contact the Operations and Technical Officer on 0414 233 903. If the matter is life-threatening, call 000.

DATE	
NAME	
BUSINESS NAME	
SITE NUMBER/ADDRESS	
PHONE	
EMAIL	

NATURE OF FAULT	<i>Please include photos, or diagram, if available</i>			
IF REQUEST RELATES TO APPLIANCE, COMPLETE THIS SECTION	Gas		Make/Brand	
	Electric		Model	
PRIORITY LEVEL	URGENT		NON-URGENT	

I authorise AAC and/or contractor/s to use keys to gain access to the site, without further notice to me.	YES	
	NO	

Email form to: aac@archerfieldairport.com.au
 or hand deliver to Top Floor, Terminal Building, Grenier Drive, Archerfield Airport.

AAC USE ONLY			
DATE RECEIVED		DATE COMPLETED	
REQUEST NO.		FOLLOW-UP PROVIDED TO REQUESTER	
ALLOCATED TO			
NOTES			