**![150px-Swansea_University_Logo_301[1].jpg]()Student Accommodation Services**

**REPAIR REPORT FORM**

You can return the form by email to: sas@swansea.ac.uk or directly to the SAS Office, Ground Floor Fulton House, Swansea University.

**For any urgent repairs, such as failure of heating, water, alarms etc., please contact us as soon as possible during office hours on: Tel No. +44 (0) 1792 295101 or out of hours, Fulton House Security on Tel. +44 (0) 1792 205678**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_STUDENT NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ROOM NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY TEL NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONTACT TEL NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE FAULT / PROBLEM NOTICED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAULT / PROBLEM: (Please provide as much information as possible)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION OF FAULT / PROBLEM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAS THIS PROBLEM BEEN REPORTED BEFORE: YES / NO IF YES DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| FOR OFFICE USE ONLY: |
| ACTION REQUIRED: CP SD W/O L/L |
| ATTENDED: AM PM |
| CATEGORY: COMPLETED FURTHER ACTION REQUIRED |
|  |
| NOTES: |
|  |
| PROBLEM RESOLVED: YES / NO DATE: |
| FURTHER ACTION REQUIRED YES / NO DATE: |
| WORKS COMPLETE: YES / NO DATE: |