

نموذج اصلاح عطل بسكن الموظفين  
MAINTAINANCE OF THE ACCOMMODATION APPLICATION FORM

Name of Employee/complainant				اسم الموظف	
Employee Number				رقم الموظف	
House No				رقم الوحدة	
Civil Defect		Electrical Defect		Another Defect	
Plumbing	Carpentry	Elec. Appliances	Air condition	I & C / Mach	HSE/Others
Description of defect in Brief.					
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.....					
Signature of complainant			Date		
Mobile No.					
Defect received by HR Dept./Housing In charge			Date & Signature		
Maintenance section comments Defect Rectified Date		Man-hours Consumed		Spare parts used	
Hold for Spares		Hold for Man power		Beyond repairable	
PR Number no. :					
Cash purchase date					
Sign of Maintenance Technician		Sig of Engineer /In charge		Date	
HR/Housing in charge Comments					
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