

MAINTENANCE/COMPLAINTS FORM

Date : _____ Serial No. : _____

Occupant : _____ Unit No. : _____

Owner/Tenant : _____ Tel No. : _____

Request/Complaint

Appointment to attend the above work: _____ (Date/Time) I understand that I shall bear the cost for labour charges and materials incurred in carrying out the above request or rectifying the above complaint - if applicable.

Signature of Occupant

Email your complaint to :

www.meganambasymc.com

ACTION BY SUPERVISOR

Work started on : _____ Completed on : _____

Work Assigned to : _____ Checked by : _____

Job Done : _____

Material(s) used : RM _____ To charge : RM _____

ACKNOWLEDGEMENT BY OCCUPANT

I confirm that the job as completed.

Signature : _____