

MAINTENANCE/REPAIR FORM

This form is optional for clubs and provided as a guide, clubs may use their own template.

Name Of Club:		
Venue Address:		
Contact Phone Numbers:		
Nature of Repair required:		
Reported to Venue Owner - details	Date Reported: Name of Person reported to:	
If repair done by Club Member -	Date Repaired: Name of Person who performed repairs:	
Repair/Maintenance verified after completion:		
Name of Risk Management Officer:		
Signature	Date:	Follow Up action required Yes/No: