

COMMUNITY AND CULTURAL SERVICES

Tweed Shire Council

PO BOX 816

MURWILLUMBAH NSW 2484



TWEED

SHIRE COUNCIL

Ph: 02 6670 2400

Fax: 02 6672 4770

Email: tsc@tweed.nsw.gov.au

MAINTENANCE REQUEST FORM

(To be completed for each request / incident and returned by email, fax or post to the above contact details)

DATE: _____

BUILDING: _____

ADDRESS: _____

REPORTED BY: _____

CONTACT PHONE NUMBER: _____

ROOM DESCRIPTION:

(e.g. Kitchen – North East corner)

ITEM WITHIN ROOM:

(e.g. broken cold water tap over sink)

PROBLEM DESCRIPTION:

(E.g. tap has broken off at sink level and water is turned off)

CAUSE: (Tick appropriate category)

Accident / Wear & Tear / Vandalism / Unknown / New

For Council Officer Use only:

