Customer Service | 1300 292 872 | (02) 6670 2400 PO Box 816 Murwillumbah NSW 2484 Fax (02) 6670 2429 | ABN 90 178 732 496 tsc@tweed.nsw.gov.au | www.tweed.nsw.gov.au



Maintenance Request Form

Community and Cultural Services

(To be completed for each request / incident and returned by email or post to the above contact details)
Reported by Contact Number Date
Building Address
A1. Room Description (eg. Kitchen, North East Corner)
A2. Item Within Room (eg. Broken cold water tap over sink)
A3. Problem Description (eg. Tap has broken off at sink level and water is turned off)
A4. Cause
(Tick appropriate category) Accident / Wear & Tear / Vandalism / Unknown / New
For Council Officer Use only: