



# KULLIYAH OF SCIENCE

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

## SERVICE/MAINTENANCE REQUEST FORM

**Section 1-** This section need to be filled by the applicant.

### A. Applicant's Detail Information

Name : \_\_\_\_\_  
Staff No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
Department : \_\_\_\_\_ Location : \_\_\_\_\_  
Request Date : \_\_\_\_\_ Needed Date : \_\_\_\_\_

### B. Details of Request

No	Name of Item(s)	Serial No.	Remarks
1			
2			
3			
4			
5			

Recommendation for action:-

- |   |   |
|---|---|
| <input type="checkbox"/> Major service                      | <input type="checkbox"/> Sent out for evaluation/service & repair to vendor |
| <input type="checkbox"/> Minor service                      | <input type="checkbox"/> Request for evaluation from the vendor             |
| <input type="checkbox"/> Purchase and replace major part(s) | <input type="checkbox"/> Re-calibration                                     |
| <input type="checkbox"/> Purchase and replace minor part(s) | <input type="checkbox"/> Totally out of service                             |
| <input type="checkbox"/> Preventive maintenance service     | <input type="checkbox"/> Other(s) _____                                     |

Requested by;

Received by;

\_\_\_\_\_  
Name:

\_\_\_\_\_  
(Science Officer/Assistant Science Officer)

Date:

Date:

### Section 2- Completion of Action

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Verified by;

Approved by;

\_\_\_\_\_  
(Assistant Science Officer/Lab. Assistant)

\_\_\_\_\_  
(Science Officer)

Date:

Date: