SERVICE REQUEST

Request details

Identify the request and the team that should be contacted.

Request ID

SR-2026-041

Requesting team

North Workshop Team

Contact email

workshop@example.test

Site or room

Building B - Workshop 2

☑ Send updates by email

SERVICE REQUEST

Work requested

Describe the work and choose the available service options.

Asset reference

FAN-04

Target date (YYYY-MM-DD)

2026-12-03

Description of the work

Inspect the fan for vibration.
Check the housing and fasteners.
Record any parts that need replacing.

☐ Remote support is suitable

☑ On-site visit is suitable

SERVICE REQUEST

Delivery and review

Record who will receive the completed work and what to include.

Delivery owner

Facilities Desk

Delivery reference

DEL-041

Handover notes

Send the inspection summary to the desk.
Include the parts list and next steps.

- [x] Include a written summary
- [ ] Include reference photos