

Maintenance Complaint Form - HOSTEL

[For registering any complaint regarding upkeep and maintenance, this form should be filled out and should be handed over to the Deputy Warden (DW) in charge. Back side of this form shall be used for description of the problem, if necessary. DW will take it up with concerned supervisor/ handyman and sort out the issue]

PROBLEM LOCATED AT: (Tick appropriate option)

Name of the Hostel	Floor	Room No. (Mention)	Bathroom	Toilet	Verandah (near room no.)	Water Doctor m/c	Staircase	First Aid Box	Mess	Other Place (mention)
BH1 : <input type="checkbox"/>	Ground									
BH2 : <input type="checkbox"/>	First									
BH3 : <input type="checkbox"/>	Second									
GH : <input type="checkbox"/>	Third									

NATURE OF PROBLEM

Type of Service	Tick against appropriate option					Any Other (mention)
Cleaning (House Keeping)	Floor not swept	Floor not washed	Garbage not removed	Emanating bad smell	Glass panes dirty	
Plumbing	Wash basin tap repair	Toilet tap repair	Pipe leakage	Commode/ urinal broken	Water clogging	
Electrical	Tube light not working	Night lamp not working	Fan not working	Plug point defective	Sparks/ fumes	
Civil work	Water seepage	Tiles broken/ cracks in floor	Cracks in wall/ wall defaced	Footsteps damaged	hand railings damaged	
Carpenter work	Unable to close window	Unable to close door	Door latch repair	Glass pane broken	Door/ window defaced	
Salt Water Supply	No supply	Inadequate	Colour	Smell	Wastage	
Drinking Water	No supply	Inadequate	Colour	Smell	Wastage	
Security	Guard absent/ sleeping	Notice of unusual activity	Trespass/ strangers noticed	Dog / Reptile menace	Strange objects noticed	

PARTICULARS OF THE INMATE GIVING THE COMPLAINT

Name	Hostel Block	Room No.	Department	Class	Mobile Phone No.	Name of the Deputy Warden in charge

TIME OF COMPLAINT

Date of occurrence/ observation	Time	Date of Complaint	Time of Complaint	Signature of Complainant	Sign. of DW receiving the Complaint

Maintenance Complaint Form – ACADEMIC BLOCK

[For registering any complaint regarding upkeep and maintenance, this form should be filled out and should be handed over to the Tutor in charge.

Back side of this form shall be used for description of the problem, if necessary. Tutor will take it up with concerned supervisor/ handyman and sort out the issue]

PROBLEM LOCATED AT: (Tick appropriate option)

Name of the Building	Floor	Class Room Name & No.	Lab Name	Library	Seminar Hall No.	Stair -case	Verandah (near hall no.)	Water Doctor m/c	Toilet mention B/G	First Aid Box	Canteen	One Point Store	Parking	Other Place (mention)
Academic Block	Ground													
	First													
	Second													

NATURE OF PROBLEM

Type of Service	Tick against appropriate option					Any Other (mention)
Cleaning (House Keeping)	Floor not swept	Floor not washed	Garbage not removed	Emanating bad smell	Glass panes dirty	
Plumbing	Wash basin tap repair	Toilet tap repair	Pipe leakage	Commode/ urinal broken	Water clogging	
Electrical	Tube light not working	Fan not working	Air Conditioner not working	Plug point defective	Sparks/ fumes	
Civil work	Water seepage	Tiles broken/ cracks in floor	Cracks in wall/ wall defaced	Footsteps damaged	hand railings damaged	
Carpenter work	Unable to close window	Unable to close door	Door latch repair	Glass pane broken	Door/ window defaced	
Salt Water Supply	No supply	Inadequate	Colour	Smell	Wastage	
Drinking Water	No supply	Inadequate	Colour	Smell	Wastage	
Security	Guard absent/ sleeping	Notice of unusual activity	Trespass/ strangers noticed	Dog / Reptile menace	Strange objects noticed	

PARTICULARS OF THE STUDENT GIVING COMPLAINT

Name	Department	Class	Mobile Phone No.	Name of the Tutor in charge

TIME OF COMPLAINT

Date of occurrence/ observation	Time	Date of Complaint	Time of Complaint	Signature of student	Sign. of the Tutor receiving the Complaint