



**KIBABII UNIVERSITY**  
(Knowledge for Development)

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**ICT MAINTENANCE REQUEST FORM**  
(Fill in Triplicate)

Ref ...../.....

**PART I.**

**Department Requesting Services.....**

**TO: Director, ICT**

Could you please arrange for the following repairs to be carried out on our computers as indicated below?

1. ....
2. ....
3. ....
4. ....

Name .....Signature .....Date.....

**PART II**

Comments by Director, ICT

.....  
.....

Signature..... Date .....

**PART III**

Comment by IT Technician

State the root cause	How it was resolved	Materials used

Name .....Signature..... Date.....

**PART IV**

Head of Department / Section Head that requested for service

I certify that the job has been carried out (i) satisfactorily ☐ (Tick as appropriate)  
(ii) Unsatisfactorily ☐

Name .....Signature .....Date .....



**Kibabii University ISO 9001:2015 Certified**  
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**Version A**

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**Revision 1**