

KIBABII UNIVERSITY
REPAIRS REQUISITION FORM

(Fill in Triplicate)

1 No. Copy – Customer copy; 2 No. Copy – Estates Department.

Part I: Could you please arrange the following repairs to be carried out in places indicated.

1.....
.....

2.....
.....

Name: Designation.....
Department..... Date..... Tel No.....

Part II: Comment by the Head of Estates Section

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

Part III: Comment by Artisan upon assessment of extend of Repair (include material if any)

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Route Cause.....

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

Part IV: Customer Satisfaction: The above materials have been used and work carried out.

Satisfactorily Not Satisfactorily

If not satisfactory, please comment

Name..... Sign..... Date.....

Part V: Corrective Action

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Effective Date:

Head of Estates Department/Head of Section Comments

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Name..... Sign..... Date.....

