

JKR Ref :

**JKR BUILDING SERVICE REQUEST FORM**

**PART 1 : CUSTOMER'S COMPLAINT / REQUEST**

<b>FROM NAME</b>	:		<b>TO</b>		Divisional Engineer, JKR Serian Division
<b>LOCATION ADDRESS</b> Occupant / Agency	:				
<b>DATE &amp; TIME</b>	:		<b>ATT</b>	:	BUILDING MAINTENANCE UNIT
<b>TEL. NO</b>	:		<b>TEL ( )</b>	:	082-876 670
<b>FAX NO</b>	:		<b>FAX ( )</b>	:	082-875 054

1.1 Please inspect for the following works (where applicable) to be carried out :

ITEM	DESCRIPTION	QUANTITY
1		

( )  
Occupant / Head of Section

**PART 2 : FOR JKR (BUILDING MAINTENANCE UNIT / SECTION USE ONLY)**

Note : Request works will be responded and inspected within 3 days from the date received by JKR Office

<b>2.1 DATE RECEIVED</b> (by JKR OFFICE)	:	
<b>For Necessary Action of Officer-In-Charge</b>	:	
		<b>DE / E.E (BUILDING) / SECTION HEAD</b>

<b>2.2 DATE OF INSPECTION</b>	:	
<b>REMARK / COMMENTS</b>	:	
<b>OFFICE-IN-CHARGE</b>	:	<b>ESTIMATED COST : RM</b>

<b>2.3 DATE OF INSPECTION</b>	:	
<b>REMARK / COMMENTS</b>	:	
<b>OFFICE-IN-CHARGE</b>	:	<b>ACTUAL COST : RM</b>

**PART 3 : CUSTOMER'S SATISFACTION**

**COMPLETION DATE** : .....  Satisfactory

**REMARKS / COMMENTS** : .....  Unsatisfactory

( )  
Occupant / Head of Section