

# School of Planning and Architecture , Bhopal

## MAINTENANCE REQUEST FORM

Date

To,  
Dean, P&D  
Data center/computer center  
School of Planning & Architecture, Bhopal

Sir ,

Repair / Maintenance / Replacement are required in locations as mentioned below :-

Item Name/Nature of Problem	Location	Name	
		Designation	
		Department	
		Mobile no & Ext no	
Head of the Department HOD Signature		Signature	

### For Office Use only

Under Warranty OrAMC		Call Open Date	
CPDA Yes/No		Name of Service Provider	
Call Handled By			

Diagnosis	Action Taken
A	C
Technical Person Signature	Technical Person Signature

Dean,P&D / Associates Dean Remark	User Remark
B	D
Dean P & D/ Associate Dean Signature	Call Close Date
	User Signature
	Technical Person Signature
	Dean P & D/ Associate Dean Signature