



MAINTENANCE REQUEST FORM

Date: / /

To: _____

Client's Name: _____

Tenants Name/Property Address: _____

Phone: (H) _____ (B) _____ (M) _____ (Fax) _____

Access authorised with spare key: Yes/No

Maintenance required to property: _____

TRADESPERSON TO COMPLETE

Due to legal liabilities, we are obliged to ensure that all tradespeople work with in the O.H.& S. regulations, therefore please complete the following: **JOB SAFETY ANALYSIS**

Items Checked	Checked	Action (if req.)	Items Checked	Checked	Action (if req.)
Site Conditions	<input type="checkbox"/>	Height	<input type="checkbox"/>
- access	<input type="checkbox"/>	Scaffolding (if over 2m)	<input type="checkbox"/>
- surface condition	<input type="checkbox"/>	Harness	<input type="checkbox"/>
- holes/trenches	<input type="checkbox"/>	Leads off Ground	<input type="checkbox"/>
- debris	<input type="checkbox"/>	Personnel on Site	<input type="checkbox"/>
Overhead Powerlines	<input type="checkbox"/>	Hazard to Traffic/Pedestrians	<input type="checkbox"/>
Underground Services	<input type="checkbox"/>	Is eye/ear protection required	<input type="checkbox"/>
Is all Power Safe when cutting of water leaking	<input type="checkbox"/>			

Millenium Maintenance & Construction Pty Ltd authorisation:.....

Fax to 9808 0859 or email to office@milleniumconstruction.com.au date job booked in.

NOTE: To all tradespeople, by accepting this job you are agreeing that you will not promote or hand out your own cards, phone nos etc.. whilst on Millenium Maintenance & Construction Pty Ltd jobs.