

## ***You Report It – We'll Sort It***

Name: \_\_\_\_\_ Flat or Room No: \_\_\_\_\_ Date: \_\_\_\_\_

### Item Requiring Attention:



**Plumbing:**



**Lighting:**



**Electricity:**



**Appliances:**

Blocked Shower	Bedroom	Bathroom Fan	Cooker
Broken Tiles in Shower	Corridor	Bathroom Pull Cord	Freezer
Broken Toilet Seat	Desk Lamp	Broken Socket	Fridge
Damaged Shower Fittings	Dining Room	Kitchen Fan	Grill Pan Handle
Leaking or Dripping Bathroom Taps	En-Suite Mirror	No Electricity	Iron
Leaking or Dripping Kitchen Taps	Kitchen	No Lights	Kettle
Leaking Shower Cubicle		Towel Rail	Microwave
No Heating			Toaster
No Hot Water – Flat/Shower			Vacuum Cleaner

-  Please complete details and return to the Porter's Lodge.
-  After hours, please contact the Senior Resident on duty but only if this problem is a safety risk.
-  Please note: As this repair has been requested, access to your room or kitchen is deemed to have been given.

### **IMPORTANT NOTE REGARDING FIRE SAFETY:**

Please ensure that any Fire Appliance that is used or tampered with is reported to the Lodge.  
A fire blanket that has been used will **NOT** work on a second fire.

 **PLEASE BRING IT TO THE LODGE FOR A REPLACEMENT**

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