

**Work Request Form\* (For Hostels)**

I. Work Requested\*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

II. Name of Hostel \_\_\_\_\_

III. Room Number \_\_\_\_\_

IV. Names of Occupants \_\_\_\_\_

V. Work Requested by \_\_\_\_\_ VI. Date \_\_\_\_\_

*(Signature of Applicant)*

*(Signature of Superintendent)*

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*(To be Filled in by Office)*

Request completed on \_\_\_\_\_ by \_\_\_\_\_

*(Signature of occupant)*

*(Signature of supervisor)*

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**\*Please note that major renovation work requests are not to be included in this form.**