

Guide: Building Repairs Form

- Select the **site** and **building/block** records in these fields – you do not need to enter ‘room’ details. To save scrolling through the list of sites, start typing the name of the site in the ‘Site’ field and the list will ‘jump’ to the sites beginning with the letters typed:

The screenshot shows the 'Request details' section of the form. It contains three dropdown menus: 'Site *' with the value 'Council House : 200001389395', 'Select a building/block *' with the value '200001389395 : (Site) Council House-Permanent (0m2)', and 'Select a room (optional)' which is currently empty.

- Select your name in this field - click on your name in the list that appears and any previously entered contact details will be populated:

The screenshot shows the 'Your contact details' section. It includes a text input field with 'Tes' entered and a dropdown menu showing 'JM TEST' as the selected option. Below the dropdown is a greyed-out area representing populated contact details.

- If your name does not appear, please enter your details in these fields. Progress updates will be emailed to the contact email added to the form:

The screenshot shows the contact details form with the following fields: 'If you cant find your name, enter a new name' (A N Other), 'Email (DO NOT CHANGE) *' (another@nottinghamcity.gov.uk), 'Telephone (DO NOT CHANGE)' (0xxxx xxxxxxx), and 'Mobile (DO NOT CHANGE)' (0xxxx xxxxxxx).

- Enter a **short** description of the nature of the fault here e.g. “Heating issue” – note, this field has a character limit so full details of the problem should be entered in the next field:

The screenshot shows the 'Request details' section with the text 'Please state the nature of your request (* required) *' and the input field containing 'Heating not working'.

- Now enter a more detailed description of the issue in the field shown below. Please be as specific as possible when describing the fault, its location and any site contact or access restrictions that contractors should be aware of:

The screenshot shows the detailed description field with the text: 'None of the radiators are working in our building, the boiler does not seem to have switched on, please send a contractor to investigate and carry out repairs.'

- If possible, please upload a photo of the issue. This can help speed up the triage process and provides contractors with useful information prior to attending site:

The screenshot shows the 'Documents and files' section with an 'Attach documents' area. It includes a 'Choose file' button, a 'Browse' button, and an 'Upload selected file(s)' button.

- Complete the simple security calculation and click the submit button:

The screenshot shows the 'Security' section with the text 'For security, please answer the following simple sum' and the calculation '3 + 3 ='. Below the calculation is an empty input field and a 'SUBMIT THE NEW REQUEST' button.

- Once saved, you will be shown the job reference number that has been logged, you may wish to make a note of this for future reference.