

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:

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

- 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:

- 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:

- 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:

- 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:

- Complete the simple security calculation and click the submit 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.