

YunTech Maintenance Request Form

Applying Unit : ASE Application Date : Year Month Day

(Curriculum and Instruction Division)

Applicant : Signature/Seal Contact Number : 2325

Unit Supervisor : Application Form Number : (To be completed by the Maintenance Division)

Urgency of Repair ☐ Standard Request ☐ Urgent Request ☐ Top Priority Request (For requests above "Urgent," please explain the reason in the repair description; if not specified, it will be treated as a standard request)

Repair Item Code	Quantity	Repair Description (Please provide detailed information; for student clubs, include the code and club name)				Location	
A02	5	Example: 5 light tubes not working / GA101 Curriculum and Instruction Division Office				Student Activity Center	
Electrical Systems and Equipment		Water Supply and Drainage Systems and Equipment		Other System Equipment		Basic Maintenance for Civil and Building Facilities	
Code	Repair Item	Code	Repair Item	Code	Repair Item	Code	Repair Item
A01	Electrical Equipment System Wiring	B01	Water Supply and Drainage System Pipelines	C01	Central Air Conditioning System	D01	Door Locks
A02	Indoor and Outdoor Lighting Fixtures and Tubes	B02	Water Pumping and Drainage Equipment	C02	Fire Protection System	D02	Doors and Windows
A03	Sockets, Switches, and Switch Boxes	B03	Sanitary Fixtures	C03	Elevator	D03	Ceiling
A04	Exhaust Fans, Ventilation Fans, and Electric Fans	B04	Blockage in Water Supply and Drainage Pipelines	C04	Telephone		

Instructions for Filling Out the Form:

1. This maintenance request form applies to administrative and teaching areas only. It is not applicable to faculty or student dormitory areas. Please follow the respective regulations of the Custodial Division or Student Affairs Division for those areas.
2. Electrical and water systems and equipment that are not covered under the contractor's

maintenance contract (such as new installations, concealed pipeline drilling and replacement, teaching equipment, water pumps and pipelines inside pools, etc.), as well as civil and building facilities not considered simple repairs, should be handled according to the university's "Procurement Procedures for Construction and Maintenance Projects" (units handle projects under NT\$100,000 themselves; for projects over NT\$100,000, units must apply, and the Maintenance Division or Administrative Affairs Division will handle procurement). Do not fill out this maintenance request form to avoid delays in procurement and repairs.

3. After the applying unit completes this form, submit it to the Maintenance Division. Once approved, the Maintenance Division will make two copies and return them to the applying unit and the contractor for record-keeping.

Maintenance Division Evaluation Comments : <input type="checkbox"/> Covered under contractor agreement; contractor has been requested to perform the repair. Must be completed by _____. <input type="checkbox"/> Considered simple maintenance; university technician has been assigned to handle the repair. <input type="checkbox"/> Applying unit is requested to follow the university's "Procurement Procedures for Construction and Maintenance Projects" for handling.			Contractor Evaluation Comments : <input type="checkbox"/> Covered under contract, but currently awaiting materials. <input type="checkbox"/> Covered under contract, but due to construction difficulties, work will be scheduled for a later date. <input type="checkbox"/> Not within the scope of the contract.
Responsible Unit			Completion Confirmed by Applying Unit (Please stamp or sign)
Recipient	Responsible Officer	Division Head	

Receipt Number :

Receiving Student Assistant	Date Received	Contact Person	Phone Number