

**Maintenance Request for School Properties**

Class/Room No. \_\_\_\_\_ handed in by \_\_\_\_\_ ( ) on \_\_\_\_\_

Cat.	Item	項目	No. 數目	Location of damaged item(s) (Indicate with a M please) 請用 M 符號指出損壞項目之位置:
1	Door	門		<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>門 door</p> </div> </div> <p>也可將損壞項目之位置在下面寫出:</p>
	Door Pane	門玻璃		
	Door Knob	門鎖		
	Window Pane	窗玻璃		
	Window Stay	窗枝		
	Window Fastener	窗鉸		
	Flooring	地板		
	Teacher's Desk	先生檯		
	Teacher's Chair	先生椅		
	Blackboard	黑板		
	Notice Board	佈告板		
	Book-shelf	書架		
	Locker	儲物櫃		
	Library-shelf	圖書櫃		
2	Electric Fan	電風扇		
	Fan Speed Control	風扇制		
	Light Switch	燈制		
	Air-cond. switch	冷氣制		
	Socket	插蘇		
3	Fluorescent Light	光管		
	Starter	光管發動器		
4	Mic Control Box	咪箱		
	Amplifier Power	揚聲器		
5	Screen	銀幕		
*	Desk	學生檯		
*	Chair	學生椅		
	Others	其他		

Form-Teacher's Signature : \_\_\_\_\_

\*\*Job completed by \_\_\_\_\_

Form-Teacher's Name : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

- Remarks :
- (a) Please return the completed form to the School Office.  
填妥之表格請交回校務處。
  - (b) \*Please hand over to the Staff at the Reception Office  
\* 請直接交予接待處員工。
  - (c) \*\* 維修工作完成後請將此表格交回校務處。