MAINTENANCE REQUEST FORM

Government of Ras Al Khaimah
RAK Investment Authority

Request No. : _____
Date : (dd /mm / yy)
Customer Name : _____
Company Name : _____
Contact No. : _____
E-mail Address : _____

LOCATION

- ☐ A1 - Building
- ☐ A2 - Building
- ☐ A3 - Building
- ☐ A4 - Building
- ☐ A5 - Building
- ☐ A6 - Building
- ☐ Labour Accommodation A
- ☐ Labour Accommodation B
- ☐ Amenity Center 1
- ☐ Amenity Center 2
- ☐ Customs Office (Al Hamra FZ)
- ☐ Customs Office (Al Ghail)
- ☐ Commercial Center
- ☐ RAKIA Free Zone
- ☐ RAKIA Non-Free Zone
- ☐ Civic Center
- ☐ Civil Defence - Amenity Center
- ☐ Civil Defence - Al Ghail

Floor # _____ Office / Room # _____ Other _____

TRADE / DEPARTMENT RESPONSIBLE

☐ HVAC ☐ ELECTRICAL ☐ PLUMBING ☐ FA/FF ☐ CIVIL ☐ OTHERS

Please Specify: _____

Please submit the completed form to facilities@rakinvestmentauthority.com

For Facilities Department Use Only (RAKIA)

TYPE OF MAINTENANCE

☐ Service Maintenance ☐ Breakdown ☐ Preventive Maintenance

Priority

☐ Very High ☐ High ☐ Medium ☐ Low

REQUIRED MATERIALS				MANPOWER DETAILS					
No.	Material Description	Quantity	Stock Item	Date Start (DD/MM/YY)	Time			Responsible Trade	
					Start	End	Total hr.	Emp #	Signature

Maintenance Work Status: ☐ Completed ☐ Outstanding ☐ Cancelled

Remarks : .....

Completion Date: _____

Confirmed by: *Name / Signature (dd /mm/yy)* _____
Tenant / Customer

Checked By: *Signature (dd /mm/yy)* _____
Supervisor