

Damage/Defect Report

Room No¹: _____

Name² (optional): _____

Date of report³: _____

- Light bulb to be replaced⁴ in
- room
 - hall
 - bathroom (bath/WC)
 - toilet (if separate)

LAN socket⁵ is defective

other defect⁶:

Room⁷, where the damage/defect needs to be repaired:

- my own room
- common room (which?): _____

Description of damage/defect⁸:

If the damage/defect is in your room you agree that our staff may enter your room without prior notification.

To be completed by Akademikerhilfe staff

Reg.No.: completed on:

Signature:

How to fill in this report form:

¹ **Room number** is required by all means. It helps us find the defect/damage and we can contact you in case there are any questions on our side.

² Your **name** is not required, but it helps us make sure that the room number has been read/identified correctly.

³ The date may be helpful if a report has been received twice.

⁴ If a **light bulb** is to be replaced, please tick the box where we can find the faulty bulb.

⁵ If your internet access does not work, please contact the Residence representative in charge of the Intranet first. Malfunction of the internet may have various causes, or your access may even have been shut down. Please contact us only if it has been made sure that the LAN-socket is the source of the malfunction.

⁶ Tick "other defect" if the first two types listed do not apply.

⁷ Please mention the **room** where the **damage/defect** has been discovered. If it is not your own room, please indicate which other room is meant.

⁸ Please give a brief **description of the damage/defect**. It will help us organise the required repair work.

The grey box "To be completed by Akademikerhilfe staff" is meant for the administration of the repair orders and will be completed later.

3 ways to pass on a Damage/Defect Report:

- E-mail report form to f.loidl@akademikerhilfe.at.
- Hand the report form to the janitor directly.
- Drop the report form safe in front of the janitor's office.

As soon as the janitor receives the report form he will pass on your request to the residence technician and notify you by sending an e-mail to your mail-address registered with Akademikerhilfe.

Receipt of that e-mail will be proof that the report has been acknowledged!

If you do not check the above mailbox regularly you may fill in an alternative mail-address below.

Alternative E-Mail-Address: _____

