

K.D.K. College of Engineering, Nagpur

Department of Maintenance Electrical Maintenance Complaint Form

Date: _____ Time: _____

Complainant Details

Name	
Department/Section	
Designation	
Contact Number	
Building	
Floor	
Room/Lab/Cabin	

Nature of Complaint

- ☐Light ☐Fan ☐Switch ☐Socket ☐MCB ☐DB
- ☐Power Failure ☐UPS ☐Earthing ☐Loose Wiring
- ☐Other _____

Complaint Description

Signatures

Maintenance Section

Complaint No.: _____ Date: _____ Time: _____

Received By: _____

Assigned Electrician: _____

Date Assigned: _____ Time: _____

Completion Date: _____ Time: _____

Status: ☐Completed ☐Pending ☐Material Required ☐Outsourced

Electrician

Maintenance In-charge