

Damage/Defect Report

Room No¹: _____ Residence²: _____

Name³ (optional): _____

Date of report⁴: _____

- Light bulb to be replaced⁵ in
- room
 - hall
 - bathroom (bath/WC)
 - toilet (if separate)

LAN socket⁶ is defective

other defect⁷:

Room⁸, where the damage/defect needs to be repaired:

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

Description of damage/defect⁹:

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.

²Akademikerhilfe operates several **residences**, your mentioning the residence will help us find the room. You may use abbreviations such as P3, 3a, etc.

³Your **name** is not required, but it helps us make sure that the room number has been read/identified correctly.

⁴The date may be helpful if a report has been received twice.

⁵If a **light bulb** is to be replaced, please tick the box where we can find the faulty bulb.

⁶If 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.

⁷Tick "other defect" if the first two types listed do not apply.

⁸Please mention the **room** where the **damage/defect** has been discovered. If it is not your own room, please indicate which other room is meant.

⁹Please 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 pfeilgasse3a@akademikerhilfe.at.
- Hand the report form to the janitor directly.
- Drop the report form in the janitor's mail-box (basement).

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: _____