

Total Property Management Service

REACTIVE JOB REQUEST

Tel 01254 958850

Send completed request to Fax 01254 695975 or Email info@dbeservices.co.uk

DATE	TIME	TYPE OF JOB (PLEASE CIRCLE) New Recall <small>(if known please give original DBER number)</small>	DBER
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JOB REQUIRED PLEASE TICK ONE

Not urgent - in the next 2-5days

As soon as possible - today or as soon as possible in the next day or so

(This would be the normal response to an issue which simply cannot wait a few days)

Mission critical - very urgent could affect ability of school to function

(If it is mission critical we will ask the contractor to do whatever is needed to repair or make safe the issue)

Further copies of this form, including electronic versions which can either be completed on-line or in Word format, can be found at: www.tpm4.com/job-request-form/

SCHOOL NAME, ADDRESS AND CONTACT DETAILS

Work Required

Name of any preferred contractor

Any contractor you do not want us to send

Job Request – Decision Tree

