



Form - Faulty IT Equipment

Complete this form and hand it to reception.

Your name:	
Your Role:	
<i>Teacher, Student, Contractor, Management, etc ...</i>	
Your Contact:	
<i>Mobile Number, E-Mail, etc ...</i>	

Fault Location:	
<i>Where is the item located (Which Classroom, which office, etc)? If the item is a workstation, then provide the specific ID of the workstation. This ID will be on a sticker on the side of the MAC (05, 23, 06) or on the top of the PC (ANGPC01, ANCP05, etc).</i>	

Fault Description:	
<i>Please describe with as much information as possible a description of the error or incident that occurred and when it</i>	



occured. Please include items such as error message, steps taken until error is produced, username of person logged into PC when the error occurred, does the error only occur to one computer or all computers, etc.

IT Use Only

Job Number:		Date Received:	
Staff:		Date Completed:	

Incident Notes:

