

	OPERASI PERKHIDMATAN SOKONGAN KOLEJ-KOLEJ Kod Dokumen: OPR/KOLEJ/BR01/BOT
	BORANG ADUAN KOLEJ 12, 14, 15 DAN 16 <i>12, 14, 15 and 16 College Complaint Form</i>

No. Aduan (Kegunaan Pejabat)/Complaint number (office use)

Nama pengadu/ <i>Name of complainer</i>	:		Tarikh/ <i>Date</i>	:		Masa Aduan/ <i>Time of complaint</i>	:	
No Bilik/Blok <i>Room number/Block</i>	:		No.Staf/Matrik <i>Staff/ Matric no</i>	:		Nombor telefon Bimbit/ <i>Handphone number</i>	:	

Nota peringatan: Sekiranya tiada maklum balas diterima, kerja-kerja pembaikan kerosakan dianggap telah dilaksanakan dengan memuaskan.

Reminder notes: *If no feedback is received, it can be assumed that all repair works have been satisfactorily completed.*

A. KEROSAKAN AWAM (Tandakan ✓ yang berkenaan)/ **A. PUBLIC DAMAGE** (Tick ✓ accordingly)
 DI ISI OLEH PENGADU/ to be filled in by complainer

A01	Katil/ Bed		A05	Papan lembut/ Soft Board		A09	Paip Air/ Pipe	
A02	Almari Pakaian/ Wardrobe		A06	Pintu/ Door		A10	Sinki/ Sink	
A03	Meja Belajar/ Study Table		A07	Tingkap/ Window		A11	Kerusi Belajar/ Chair	
A04	Langsir/ Curtains		A08	Tandas/ Toilet		A12	Lain-lain/ Others	

Lokasi/ Location: _____
 Jenis & Ulasan Kerosakan/ Type and Description of damage: (Sila isikan dengan ringkas dan tepat/ Please be brief and precise). _____

B. KEROSAKAN ELEKTRIK(Tandakan ✓ yang berkenaan)/ **B. ELECTRICAL DAMAGE** (Tick ✓ accordingly)
 DI ISI OLEH PENGADU/ to be filled by complainer

B01	Suis Lampu/ Light Switch		B04	Lampu Tandas/ Bilik Air/ Toilet Light		B07	Lampu Jalan/ Street Light		B10	Lain-Lain/ Others	
B02	Lampu Belajar/ Study Lamp		B05	Soket 3 Pin/ 3 Pin Plug		B08	Kipas/ Fan				
B03	Lampu Bilik/ Room Light/ Ruang Tamu/ Hall Lamp		B06	Lampu Koridor/ Corridor Light		B09	Alat Hawa Dingin/ Air Conditioner				

Lokasi/ Location : _____
 Jenis & Ulasan Kerosakan/ Type and Description of damage: (Sila isikan dengan ringkas dan tepat/ Please be brief and precise). _____

Tandatangan Pengadu/ Complainer Signature

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ADUAN-ADUAN LAIN/ (Selain aduan kerosakan)
OTHER COMPLAINTS/ (other than complaints about damage)

ULASAN PENGETUA/ PENGURUS/ PENOLONG PENGURUS
(College Master/ Manager/ Assistant Manager Comment)

Tandatangan & Cap : _____
signature and official stamp

Tarikh : _____
Date

TINDAKAN YANG DIAMBIL (Diisi oleh pihak PJS Sdn. Bhd. bagi aduan kerosakan)
ACTION THAT HAD BEEN TAKEN
(to be filled in by PJS Sdn. Bhd. for complaints about any damage)

Tarikh & masa tindakan diambil : _____
Date and time action taken

Nama Petugas : _____
Staff name

Ulasan/ Cadangan : _____
Comment/ Suggestion

Kerosakan tersebut telah siap dibaiki pada/ *Damage had been repaired on:*

Tarikh/ date : _____

Masa/ time : _____

 Tandatangan Petugas
Staff signature

NO. SEMAKAN : 07
 NO. ISU : 02
 TARIKH KUATKUASA : 12/12/2014