	OPERASI PERKHIDMATAN SOKONGAN PEJABAT TIMBALAN NAIB CANSOLOR (HAL EHWAL PELAJAR DAN ALUMNI) Kod Dokumen: OPR/HEPA/BR47/KOLEJ (BOT)
	BORANG ADUAN KEROSAKAN KOLEJ 12, KOLEJ TAN SRI AISHAH GHANI (P1 & P2) DAN KOLEJ 14 12 College, Tan Sri Aishah Ghani College (P1 & P2) and 14 College Complaint Damage Form

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

Nama pengadu/ Name of complainer	:		Tarikh/ Date	:		Masa Aduan/ Time of complaint	:	
No Bilik/ Blok Room no/ Block	:		No. Pekerja/Matrik Staff/ Matric no.	:		Telefon bimbit/ Handphone no.	:	

Nota Peringatan (Reminder notes):

- Tindakan terhadap aduan yang boleh dilakukan oleh pihak kolej tanpa kelulusan Pejabat Pembangunan dan Pengurusan Aset (PPPA) akan dilaksanakan selewat-lewatnya dalam tempoh 18 jam hari bekerja dan jika kerja-kerja pembaikan yang besar akan diambil tindakan dalam masa 5 hari bekerja bergantung kepada kelulusan PPPA, UPM kecuali kerja-kerja darurat.
Action will be taken for any repair work that does not need the approval of the Development and Asset Management Office within 18 hours working days and action against any major repair will be taken within 5 working days (subject to approval by the (Development and Asset Management Office) except for emergency cases.
- Sekiranya tiada maklum balas diterima, kerja-kerja pembaikan kerosakan yang boleh dilakukan oleh kolej dianggap telah dilaksanakan dengan memuaskan.
If no feedback is received after repair work is completed, it is assumed that all repair work has been carried out satisfactorily.


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				

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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

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

ULASAN PENGETUA/ PEGAWAI TADBIR *jika ada
Principal/ Administration Officer Comment *(if any)

Cap & Pengesahan Kolej
(College Approval & Stamp): _____

Tarikh/ Date : _____

TINDAKAN YANG DIAMBIL (Diisi oleh pihak PJSD Sdn. Bhd. bagi aduan kerosakan)
ACTION THAT HAD BEEN TAKEN
(to be filled in by PJSD 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 Pekerja
Staff signature

Tarikh	
Masa	Pagi/Petang
Nama Pekerja/T.T	