

REPAIRS AND MAINTENANCE FORM

Leaky tap? Blocked toilet? You can now request repairs and maintenance by completing the below form.

For emergency repairs, please call (02) 9585 1499 and press option 3 to be transferred through to one of our Repairs and Maintenance Officers who will assist you during business hours (9am to 5pm Monday to Friday). Outside of these hours, and 24 hours a day on public holidays, your call will automatically be transferred to our after hours service.

Please note: this form is for new repairs requests only. If you have already logged a request and wish to follow up on it, please call our office on (02) 9585 1499 and ask to speak to our Repairs and Maintenance team.

For all other repairs and maintenance requests, please complete the form below. Fields marked with * are mandatory.

Your details:

First Name*: _____ Last Name*: _____

Address: _____

Phone*: _____

Email: _____

The issue: (please select from the following options)

Plumbing leaks - taps, showers, pipes



Location of problem:

- Kitchen
- Bathroom/toilet
- Laundry
- Garden
- Other _____

Sewer / toilet blockage



Location of problem:

- Bathroom/toilet
- Other _____

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Faulty light switch, powerpoint, electrical



Location of problem:

- Kitchen
- Bedroom
- Lounge room
- Dining room
- Bathroom/toilet
- Laundry
- Garden
- Other _____

Faulty kitchen appliance



Please tick

No hot water



Location of problem:

- Kitchen
- Bathroom/toilet
- Laundry
- Other _____

Carpenter/ handyman required



Location of problem:

- Kitchen
- Bedroom
- Lounge room
- Dining room
- Bathroom/toilet
- Laundry
- Garden
- Other _____

Rain water leak



Location of problem:

- Kitchen
- Bedroom
- Lounge room
- Dining room
- Bathroom/toilet
- Laundry
- Garden
- Other _____

Please describe the problem below:

Please email your completed form to repairs@sgch.com.au or post it to:

SGCH
PO Box 348
Hurstville BC NSW 1481

Once you have submitted your request, you will be contacted by an SGCH representative who will advise you of the timeframe allocated to complete the work.

For more information, refer to our Asset Maintenance and Modification policy.

