

**Center Maintenance / Improvement Request Form
(to include playground and equipment needs)**

Center Name: _____ Date: _____

Requested by: _____

Maintenance Needs: _____

Reasons: _____

Steps taken at the center to solve the problem or suggestions for vendors:

Type of Improvement: _____

Reason or need for improvement(s): _____

Steps taken at the center to solve the problem or suggestions for vendors:

Follow-up assigned to: _____ Date: _____
(note priority)

Send this form immediately if urgent repairs or maintenance is necessary. Form for routine needs should be attached to monthly report.

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