



Student Development Services
Student Life & Resources Section

Report of Damaged Locker

Name: _____ Student I.D. No.: _____

Tel No.: _____ Locker No.: _____

Report Date and Time: _____

Nature and reason of damage/malfunctioning: _____

- I have removed my padlock and all the belongings from my locker for FMO to repair the locker.
- I provide herewith a firm padlock labeled with my locker no. for SDS to lock up my locker after repairing.

(Signature of Student)

Office use only:

1. Verify against locker user list

2. A firm padlock labeled with locker no. has been provided by user

Signature of SDS Staff

Date

Updated: 20190826