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: 20180110