

APPENDIX F

GEA Risk Management – Repair / Maintenance Form

Name of Club:		Name of contact person:	
Venue Address:			
Contact Phone Number/s:			
Nature of repair required:			
Reported to Venue Owner – supply details:		Date Reported:	
		Name of Person reported to:	
If repair done by Club Member or associated person –		Date Repaired:	
		Name of Person who performed repairs:	
Repair / Maintenance verified after completion -			
Name of verifying person:			
Signature:		Date:	Follow Up action required: Yes / No
If Repair / Maintenance NOT completed – outline details why:		Date of follow up:	
		Name of Person followed up with:	