Repair urgency and access sheet

Communicate urgent versus routine repair needs to a contractor.

Three steps

1. Record immediate concerns
2. Describe safe access
3. Confirm appointment

A worked example

Issue	Loose handle
Safety concern	No immediate hazard
Access	Hall
Reported	Today
Next action	Book repair

A routine issue can be scheduled after urgent hazards.

For hazards, seek emergency or qualified help.

Repair urgency and access sheet

Use one row per item or decision. Start with what you know.

Issue	Safety concern	Access	Reported	Next action

My next action / when