

Facilities Maintenance Request

Date: [Insert Date]

To: [Facilities Maintenance Department]

From: [Your Name]

Subject: Playground Safety Maintenance Request

Dear [Facilities Maintenance Team],

I am writing to formally request maintenance for the playground located at [Location of Playground]. It has come to my attention that several safety concerns need to be addressed to ensure the well-being of the children using the facilities.

- Damaged equipment: [Specify any damaged equipment]
- Uneven surfaces: [Describe areas with uneven surfaces]
- Safety surfacing wear: [Detail any worn out safety surfacing]
- Missing signage: [Mention any missing safety signs]

As these issues pose potential safety hazards, I kindly request that a maintenance team assess the situation at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Title/Position]