



**OFFICE OF THE PROVOST**  
**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**

27200- Karak, Khyber Pakhtunkhwa (Pakistan)  
Phone:0927-291044

## Complaint Proforma

Name: \_\_\_\_\_ Department/section \_\_\_\_\_ Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Hostel Name: \_\_\_\_\_ Room No: \_\_\_\_\_

### A: Electrical

Wardrobe Light	Passage Light	Bathroom Light	Room Light	Switch Plates	Fan	PTCL	Refrigerator W. Machine	Generator /Solar	Ac

### B: Plumbing

Shower	Tub Stopper	Mixer	Hot Water Tap	Cold Water Tap	Floor Drain	Water Faucet	Flush Cistern	Geezer	Gas Heater

### C: Carpentry

Curtain railing	Wardrobe	Table	Chair	Bed	Room window	Room door

### D: Cleaning

Bathroom	Room Dirty	Dusting Needed	Floor dirty	Hallway	Kitchen/ T.V Launch	Trash	Windows dirty

E: Other (if other is selected please provide details): \_\_\_\_\_

Nature of Maintenance of Items: \_\_\_\_\_

Complainer Signature

### For Admin / Works Department Use Only

Deputed Person:
Date
Time started:
Time ended:
Deputy Director / Asstt Director Signature:

Hostel Warden:

Deputy Provost

Description of completed work order: \_\_\_\_\_