Preliminary Refrigerator Repair Form

For brand, model and serial, fill out the below or provide clear pictures of the tags.

Brand	
Model #	
Serial #	

Main Contact for Scheduling

Address of Appliance	
Name (First & Last)	
Phone #	
Email	

Billing Info

Company/Landlord Name	
Billing Address	
Phone #	
Email	

Property Info

Is there available parking for technicians?		
Guest Stalls	Designated Area	Street Parking
Does the property only allow servicing at a certain time?		
Yes, only from _____ to _____.	No, normal operating hours is fine.	

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Warm Refrigerator/Freezer

Which part of the refrigerator is not reaching the correct temperature?		
Refrigerator	Freezer	Both
What is the current temperature of the unit?		
____ Fahrenheit or ____ Celsius	I do not own a thermometer.	
Is the refrigerator always warm or does it get cold sometimes? (Please provide more detail at the end of this form)		
Always Warm	Gets Cold Sometimes	
Please provide more detail at the end of this form. Describe when the issue began, if it gets cold, how often does that happen, etc.		

Observation of Refrigerator

Does the gasket have any damage like tears or holes (the gasket is the rubber seal around the door)?		
Damaged	Good Condition	Unable to determine
Can you see any frost built up inside of the refrigerator/freezer?		
Yes, there is frost/frozen water	No, I do not see any	
If you notice frost or frozen water inside of the refrigerator/freezer, please provide more detail at the end of this form. Describe where the frost/freezing is located, how much is built up, does it melt away and return on its own, etc.		

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Please provide as much additional information as possible.