

# MAINTENANCE REQUEST

BUILDING \_\_\_\_\_ # \_\_\_\_\_ DATE REPORTED \_\_\_\_\_ TIME \_\_\_\_\_

NAME \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_ TIME \_\_\_\_\_

PHONE # \_\_\_\_\_ OK TO ENTER: YES  NO  TIME STARTED \_\_\_\_\_ TIME COMPLETED \_\_\_\_\_

ASSIGNED TO \_\_\_\_\_ ASSIGNED BY \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_ HRS. \_\_\_\_\_ MINS.

## DESCRIBE IN DETAIL NATURE OF WORK

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SERVICE PERSON COMMENTS \_\_\_\_\_

\_\_\_\_\_ SERVICE PERSON \_\_\_\_\_

NOTE TO RESIDENT: \_\_\_\_\_ RECORDED BY: \_\_\_\_\_

THANK YOU! IT'S A PLEASURE TO BE OF SERVICE.

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