

Greenland Housing Co-op

Maintenance Request Form

****In an emergency, contact KellyFairful Unit 5.****
Please drop off these forms at Unit 5 not the office.

NEIGHBOURS HELPING NEIGHBOURS

1. Please print neatly and complete **all areas** fully.
 2. One request/problem per form.
 3. Place completed form in Unit 5 mailbox.
 4. Ensure that the area is easily accessible and clean.
- Please phone or knock at this units with electrical or water leak concerns..emergency only**

MEMBER SECTION

****UNIT #** _____

DATE: _____

****NAME** _____ ****PHONE#** _____

****Most important informatation..don't forget**

ELECTRICAL SPARKS OR A LEAK ARE CONSIDERED EMERGENCY. PLEASE CALL.

OTHER PROBLEMS. WRITE DETAILED DESCRIPTION OF THE PROBLEM – DON'T CALL

ACCESS AUTHORIZATION - indicate arrangements for entering unit if you cannot be present to assist with repairs between the hours of 8:00 a.m. to 5:00 p.m.

____ SOMEONE WILL BE HOME ____ USE LOCK BOX THROUGH KELLY UNIT 26

____ NEIGHBOUR IN UNIT # ____ HAS KEY NOTE: _____

Member Signature: _____

MAINTENANCE SECTION

REPAIRS DONE BY : _____ ON _____

PARTS USED OR _____

CONTRACTOR & _____

PO #: _____

REPAIRS DONE: YES NO

CONTRACTOR REQUIRED: *YES NO

if YES, record additional information on the back of this form

DATE: _____

MEMBER'S SIGNATURE: _____

Recorded by Maintenance Committee Rep _____

Recorded in Office ____ # _____

UNIT # _____

DATE: _____

CONTRACTORS CONTACTED:

NOTES:

FOLLOW UP REQUIRED: YES NO

IF YES, DATE AND FINDINGS:

CONTRACTOR'S COMMENTS
