

MAINTENANCE WORK ORDER REQUEST

Priority:
☒

Standard Request

☐

Preventative Maintenance Request

☐
EMERGENCY REQUEST

Date:

Unit Entry:

☐ Anytime (permission to enter)

☐ By Appointment - contact #:

Property: Civic Center Residence

Unit #:

 Requestor
Name:

Location: if a common area, check this box → ☐
☐
☐

Kitchen

☒
☐

Living Room

☐
☐

Master Bedroom

☐
☐

Other Bedroom

☐
☐

Closet

Dining Room

Entry/Hallway

Main Bathroom

Other Bathroom

Other

Item:
☐
☐
☐
☐
☐
☐
☐

Appliances

Ceiling

Doorbell

Light Fixture

Sink

Toilet

☐
☐
☐
☐
☐
☐

Bathroom

Ceiling Fan

Electrical Outlet

Mirror

Smoke Detector

Towel Rack

☐
☐
☐
☐
☐
☐

Blinds

Countertop

Faucet Fixtures

Peep Hole

Switches

Ventilation

☐
☐
☐
☐
☐
☐

Cabinet

Disposal

Floor

Phone Outlet

Thermostat

Wall

☐
☐
☐
☐
☐
☐

Cable Outlet

Door Hardware

Radiator/Heater

Plumbing

Tissue Holder

Window

If Other, please describe:

Appliances: if not applicable, check this box → ☐
☐
☐

Freezer

Refrigerator

☐
☐

Microwave

Stove

☐
☐

Oven

Stove Burner

☐
☐

Washer

Dryer

☐
☐

Dishwasher

Other (see below)

Problem:
☐
☐

Not Working

Clogged

☐
☐

Damaged

Leaking

☐
☐

Cracked

Hot

☐
☐

Loose

Cold

☐
☐

Smells

Other (see below)

For all selections marked "other," please list additional details here:

 Signature before acknowledges all work has been completed; if requestor is unavailable, check this box → ☐

Resident/Requestor

Date

Management/Maintenance

Date

This section to be completed by TNDC Management Staff only:

Unit Entry Date:

Start Time:

End Time:

Employee Name:

Misc./Parts \$:

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Xiang Xie



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