

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

☐

Bathrub

☐

Blinds

☐

Cabinet

☐

Cable Outlet

☐

Ceiling

☐

Ceiling Fan

☐

Countertop

☐

Disposal

☐

Door Hardware

☐

Doorbell

☐

Electrical Outlet

☐

Faucet Fixtures

☐

Floor

☐

Radiator/Heater

☐

Light Fixture

☐

Mirror

☐

Peep Hole

☐

Phone Outlet

☐

Plumbing

☐

Sink

☐

Smoke Detector

☐

Switches

☐

Thermostat

☐

Tissue Holder

☐

Toilet

☐

Towel Rack

☐

Ventilation

☐

Wall

☐

Window

If Other, please describe:

Appliances: if not applicable, check this box → ☐

☐

Freezer

☐

Microwave

☐

Oven

☐

Washer

☐

Dishwasher

☐

Refrigerator

☐

Stove

☐

Stove Burner

☐

Dryer

☐

Other (see below)

Problem:

☐

Not Working

☐

Damaged

☐

Cracked

☐

Loose

☐

Smells

☐

Clogged

☐

Leaking

☐

Hot

☐

Cold

☐

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 \$:

Facilities Maintenance Request Form Template

Ying Liu



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