

NAME:	ADDRESS:
TELEPHONE:	APT.

PERMISSION TO ENTER

CAN COMMUNITY HOUSING STAFF ENTER YOUR UNIT WITH THEIR PASS KEY TO COMPLETE THE NECESSARY REPAIRS?	YES	NO
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BATHROOM		
Sink	Taps leaking	
	Drain plugged	
	Leak under sink	
	Basin legs fallen down	
Bathtub	Taps leaking	
	Drain plugged	
	Problem with shower	
Toilet	Leaking	
	Plugged	
	Handle broken	
	Running	
Electrical plugs	Not working	
Light Fixture	Not working	
Fan	Not working	
Light Switch	Not working	
Heat	None	

KITCHEN		
Fridge not working	Fridge/Freezer	
Stove not working	Burners	
	Oven	
Sink	Taps leaking	
	Leak under sink	
	Drain plugged	
Electrical plugs	Not working	
Light Fixture	Not working	
Fan	Not working	
Light Switch	Not working	

BEDROOM		
Electrical plugs	Not working	
Light Fixture	Not working	
Light Switch	Not working	

LIVING ROOM		
Electrical plugs	Not working	
Light Fixture	Not working	
Light Switch	Not working	

BASEMENT		
Drain	Backing up with water	
Light Fixture	Not Working	
Light Switch	Not Working	
Hot Water Tank	CALL NUMBER LOCATED ON THE TANK	

UNIT		
Windows	Room -	
	Problem	
Screens	Room -	
	Problem	
Doors	Patio	
	Front	
	Rear	
	Side	
	Closet	
Locks	Main Door	
	Bathroom	
Power	No power in the unit	
Eavestrough		

OTHER – Please explain		

LARGE WATER LEAKS SHOULD BE DIRECTED TO YOUR BUILDING CUSTODIAN IMMEDIATELY.
 ALL REPAIRS ARE COMPLETED BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M. MONDAY TO FRIDAY.
BUILDING CUSTODIANS MAY NOT ACCEPT REQUESTS FOR WORK ORDERS. ALL MAINTENANCE REQUESTS
 MUST BE MADE BY COMPLETING AND SUBMITTING THIS FORM TO YOUR AREA SITE OFFICE.

FOR OFFICE USE ONLY

DATE COMPLETED:	COMPLETED BY:
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