

# CHARLES HASTINGS HOUSING CO-OPERATIVE INC.

175 Elm Street  
Toronto, Ontario  
M5T 2Z8  
Tel: (416) 598-3884  
Fax: (416) 598-9740

Attention: Fill out the following Maintenance Request form  
and place the ENTIRE form, all three pages, into  
the Maintenance Office mail slot. [24/10/19]

S.No.: 1672

## MAINTENANCE REQUEST

DATE: \_\_\_\_\_ UNIT# \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

### DETAILED DESCRIPTION OF WORK NEEDED

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YES \_\_\_\_\_ NO \_\_\_\_\_

*I hereby authorize the management office or repair person to enter my unit in the event that I am not available.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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### RECORD OF ENTRY & MAINTENANCE REQUIRED

Date: \_\_\_\_\_

On this date, Maintenance staff have entered your unit for maintenance work required.

#### Status of Work Order

- Work has been completed  
 Work order was attended but maintenance must return to complete work for the following reason:  
     Work requires more time to complete  
     Parts must be ordered  
     Work referred to a contractor  
     Further investigation is required

By: \_\_\_\_\_ - CHHC Superintendent/Office Staff