

# Charles Hastings Housing Co-operative Inc.

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# 1896

## Maintenance *WORK ORDER*

Please complete and return all three pages of this work order into the **management office mail slot**.

Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Description of Work Needed (provide as much detail as possible):

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- I hereby authorize the repair person to enter my unit if I am not at home.
- I have a pet in the unit and will secure or remove them while the work is being completed.
- I have a security lock and I will ensure that it is unlocked.
- I will move any furniture or personal items away from the work area and return them when the work is completed.

Member Signature: \_\_\_\_\_

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### Record of Entry and Maintenance Service

Maintenance staff entered your unit on : \_\_\_\_\_, to inspect or repair as required.

#### Status of Work Order

Completed

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Other : \_\_\_\_\_

\_\_\_\_\_ Work requires more time to complete

\_\_\_\_\_ Parts must be ordered

\_\_\_\_\_ Work referred to a contractor

\_\_\_\_\_ Further investigation is required

Signature of Maintenance/Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_