

Charles Hastings Housing Co-operative Inc.

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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):

- ☐ 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: _____

Record of Entry and Maintenance Service

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

Status of Work Order

☐ Completed

☐ 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: _____