

Wasatch Commons Maintenance Request

Request #20__-__

1. Maintenance needed on _____ located _____
2. Requested by: Name _____ Phone _____ Date _____
3. Description of problem (be as specific as possible):

4. How soon does this need to be done?

- emergency as soon as possible/a few days before:
 next maintenance day when the work load permits _____

5. If the item is malfunctioning, please attach a note to it: "Reported [problem] [date]. Signed, [Name]."

----- To be filled out by project person -----

Project person _____	Date started _____
Work done by	Total hours _____
Resident(s) _____	Estimate attached, or by phone \$ _____
and/or	Invoice # _____ \$ _____
Company _____	Paid by WCCA or _____
Phone _____	check # _____ date _____
Contact name _____	Date completed _____
Address _____	
City St Zip _____	

parts & supplies used	size	part #	price	vendor*

* vendor's address _____

- Do next maintenance when needed add to calendar, for ___ months from now

Notes. Diagnosis, dates of work by whom, details of repair, tools required, outcome, recommendations, costs including parts & labor.

(continue on back)

**File this request and copies of all receipts & estimates or invoices with the service record.
Submit original receipts & invoices to the bookkeeper.**