

**Work Request**  
**ARBOUR VILLAGE CO-OP**

Unit: \_\_\_\_\_

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

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

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Description of work to be done. Please print legibly and be as specific as possible including the location of the work.

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If provided with the materials, are you willing to do the work yourself? Yes / No

May the repairperson enter your unit if you are not home? Yes / No

May the repairperson (contractor) have your phone # to arrange an appointment? Yes / No

What is the best time to reach you by phone to arrange an appointment to carry out the repair? \_\_\_\_\_am./pm.

Member's Signature : \_\_\_\_\_

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

**CHECK**

Smoker Detector - .....

Carbon Monoxide Detector - .....

Door Closer - .....

Date Completed: ..... Maintenance worker Initials: .....