

NO: \_\_\_\_\_

# SWANSEA VILLAGE CO-OPERATIVE INC. MAINTENANCE REQUEST FORM



**MEMBER TO COMPLETE:**

NAME: \_\_\_\_\_

PERMISSION TO ENTER  
YES \_\_\_\_\_ NO \_\_\_\_\_

Home Tel No: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Work Tel No: \_\_\_\_\_

(Please sign to permit entry)

↑ MEMBER'S SIGNATURE ↑

DATE SUBMITTED: \_\_\_\_\_

**REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If provided with materials and / or tools, are you willing to do the work yourself:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

DOCUMENTED: \_\_\_\_\_

JOB STATUS: \_\_\_\_\_ PRIORITY: \_\_\_\_\_

HOURS NEEDED FOR JOB: \_\_\_\_\_

- ( ) Complete:
- ( ) Incomplete:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY (to be left in unit if Member not at home)**

UNIT \_\_\_\_\_

- \_\_\_\_\_ The work that you requested has been completed.
- \_\_\_\_\_ The work that you requested has not been completed.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_