

Beechwood Co-operative Homes Inc

693 Beechwood Dr., Waterloo, ON, N2T 2P6

P: 519-886-0359 F: 519-886-5593 email: admin@beechwood.coop

White - Office Copy
Yellow - Feedback Copy
Pink - Maintenance Copy
Goldenrod - Member Copy

0516

MAINTENANCE REQUEST FORM

Ver: 2019-09

Please complete and **return** to the Beechwood Co-op. Your maintenance request form will be acknowledged within two business days of receipt with a signed copy. Once the maintenance work is complete you will be sent a completed copy for your feedback.

Name: Unit: Phone: Date:

Please describe the repair request. Please use multiple Maintenance Request Forms for multiple repair requests.

By signing the form you allow Beechwood permission to enter your unit, to repair the item(s) detailed on Maintenance Request Form.

If you do not sign the permission form, Beechwood will enter your unit after providing you 24 hours written notice.

Member Signature

For Office Use Only

Beechwood acknowledges receipt of the Maintenance Request Form

Staff Initials

Date

WORX Number

Maintenance Work Summary: _____

Electrical _____

Plumbing _____

Gas/Heat _____

Capital _____

Other _____

Please Specify

Date inspected: _____

Does the work require parts to be ordered:

Yes No

Date completed: _____

Work completed by: _____

Feedback by Member

The maintenance request has been completed Yes No

If 'No' please describe why it is not complete: _____

Please note, that if you do not return the form with feedback within 7 days of being sent by Beechwood this work request will be deemed complete and closed.

For Office Use Only

Date Form Sent for Feedback to Member

Date Returned by Member

Was follow up required? No Yes

WORX # of follow up maintenance request form