

MAINTENANCE REQUEST FORM

- General -

PART 1 (COMPLETED BY RESIDENT / STAFF)		
First and last name	Student ID (if applicable)	Room No / Area
Request <input type="checkbox"/> Urgent <input type="checkbox"/> Normal	Deadline:	
<p>Please read (tenants of the student residence only): I, the undersigned, hereby acknowledge that I requested the repair/maintenance described above to be done in my unit. I expect that this work will be completed as soon as possible. I authorized the management staff, or if necessary, a contractor to enter my apartment during reasonable hours in order to complete the work. Notwithstanding my absence from the apartment at the time of entry, my signature on this request form shall be my consent to enter my apartment to do the work described above. Should more than one visit be necessary to correct the problem I also give my consent.</p>		
Resident/staff signature	Date	
PART 2 (COMPLETED BY MANAGEMENT OR CONTRACTOR)		
A. Request received by	Date	
B. Approved by	Contractor's Name	
D. Action Taken by the Contractor to Fix the Problem		
E. Recommended Action Required (if applicable)		
Work Completed by (Contractor's signature)	Date	
F. Work approved by	Date	