Winkleigh Co-operative Housing Corp. Work Order Request

Unit #: unit #Phone #:Click here Email: Click or tap here to enter text.

Member’s Name: Click or tap here to enter text.

Date of the request: Click or tap to enter a date.

The Problem is: Click or tap here to enter text.

I can fix it myself if I can have:Click or tap here to enter text.

I give my permission for the work to be done in my absence, and for my unit to be entered when I may not be home in order for this work to be done.

Yes [ ]  No [ ]  Signature of Member Click here to enter text.

For Office Use Only:

Entered into system Date Entered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Priority 1 Health & Safety \_\_\_\_ Priority 2 Plumbing/Electrical Major \_\_\_\_ Priority 3 Structural Damage \_\_\_\_*

*Priority 4 Minor Plumbing/Electrical \_\_\_\_ Priority 5 Minor Repairs of Unit Components \_\_\_\_\_ Priority 6 Cosmetic Repairs \_\_\_\_*

Anticipated Turnaround Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleared out of system \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Maintenance Signature Member Signature

For Office Use Only:

Should the member pay for this work? Yes No

Did the work require an outside contractor to completed? Yes No

Copy of Invoice Attached? Yes No

Date assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If work done in house, time and materials needed to complete the work

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Total Charge to Member, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chargeback entered into system

Staff Sign off on work order