

MAPLE- PINE WORK ORDER Request

325 DUANESBURG RD #464, SCHENECTADY, NY, 12306 TEL/FAX (518) 280 9178

Answer by Ivan, Johnny, secretary_____

Date of Request: ___/___/___ Tenant name_____

Tenant phone_____ when r u home _____

Does this involve toilet leaking, sink leaking? (Yes) (No). IF YES, EMERGENCY RESPONSE IS NEEDED

Description of work/repair:

TO BE FILLOUT BY TENANT

Handyman enter apt time _____
time_____

Handyman leave apt

Is this the first time repair is requested? (YES) (NO)

Is the problem solve?_____

Comments / suggestion

Tenant name/signature_____

For Office Use Only:

Date Reviewed: ___/___/___ Priority Assigned: _High, Medium, Low Assigned to:

Handy Man Comments:

Parts use or purchase _____ Price for parts / vendor

Date Work Completed: ____/____/____ Review By:

Memo: