

# WORK ORDER

(for common elements only)

IN ORDER TO PROPERLY SERVICE MAINTENANCE PROBLEMS EFFICIENTLY, THIS FORM MUST BE EXECUTED.

ALL EMERGENCIES WILL BE HANDLED AS SOON AS POSSIBLE.

NORMAL MAINTENANCE PROBLEMS WILL BE HANDLED AS THE WORK SCHEDULE ALLOWS.

DATE: \_\_\_\_\_ UNIT# \_\_\_\_\_ NAME: \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

DATE RECTIFIED: \_\_\_\_\_ BY: \_\_\_\_\_

NATURE OF PROBLEM	RECTIFICATION