

# SUNWATCH

## Maintenance Request Form

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

Nature of work requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of work required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Your maintenance request will be reviewed and processed when received. Each request is important to us and we try to resolve your concerns as soon as possible. However, some requests can be delayed for reasons such as Board of Directors review and approval; to be combined with other maintenance requests; to be sent to vendors for bid; or monetary constraints or an unfunded budget item. In any event, every effort will be made to advise you of the status of your request and the anticipated completion date. Your patience is appreciated.*

Approved by (Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Work assigned to: \_\_\_\_\_ Completion Date: \_\_\_\_\_