

Work Request
WESTWOOD PLACE CO-OP

Unit: _____

Date: _____

Member: _____

Home Phone #: _____

Work Phone #: _____

Description of work to be done. Please print legibly and be as specific as possible including the location of the work.

If provided with the materials, are you willing to do the work yourself? Yes / No

May the repairperson enter your unit if you are not home? Yes / No

May the repairperson (contractor) have your phone # to arrange an appointment? Yes / No

What is the best time to reach you by phone to arrange an appointment to carry out the repair? _____ am./pm.

Member's Signature : _____

Date: _____

CHECK

Door Closer -

Smoke Detector -

Date Completed: **Maintenance worker Initials:**