

WORK REQUEST

Date \_\_\_\_\_

Description of maintenance/repair needed:

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

Location of needed work: \_\_\_\_\_

Requester: \_\_\_\_\_ Contact # \_\_\_\_\_

Date needed: \_\_\_\_\_ Time needed: \_\_\_\_\_

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**Property Committee Use Only**

Work Assigned to: \_\_\_\_\_

Material & Cost Estimate:

Work Completed by: \_\_\_\_\_ Date: \_\_\_\_\_