RIO BAYAMON HOUSING MAINTENANCE
WORK REQUEST FORM

NAME: _____DATE:_____

HOUSE #:_____ PHONE: _____

A/C_____ PLUMBING_____ ELECTRICAL_____ APPLIANCE___OTHER_____

DO WE HAVE PERMISSION TO ENTER YOUR QUARTERS? YES____NO____

DESCRIPTION OF THE PROBLEM:

_____

_____

_____

_____

IS THIS A REPEAT PROBLEM: YES___ NO___
NOTE: Once approved work orders are prioritized by the urgency of the problem and then by the order they are received

MAINTENANCE SECTION ONLY

COMPLETED BY: _____DATE _____

HOURS:_____ COMPLETED IN MAXIMO YES____ NO_____

WAS CUSTOMER SURVEY PROVIDED TO RESIDENT: YES____ NO_____

MATERIAL: YES____ NO_____

NEW EQUIPMENT/APPIANCE INSTALLED: YES____ NO_____

WARRANTY ITEM: YES____ NO_____

DECRIPTION OF ITEM INSTALLED:

_____

SERIAL #_____

DESCRIPTION OF WORK DONE & MATERIALS USED:

_____