VILLAGE GREEN OWNERS ASSOCIATION
MAINTENANCE REQUEST AND WORK ORDER

SAMPLE ONLY

45793

COURT	*UNIT*	*NAME (OWNER)*	*NAME (TENANT)*	*DATE*
				/ /

Request _____

_____

_____

_____

_____

_____

_____

_____

Work to be performed:

Date _____ Time _____ Phone (Hm) _____ (wk) _____

Work Authorized by: _____

(Signature of Owner or Tenant)

Work Approved by: _____

(Signature of Maintenance Supervisor)

OFFICE USE ONLY

JOB STATUS:

(DATE) _____

TIME IN-OUT	ELAPS.
In	
Out	

( ) EMER. ( ) SCHEDULE ( ) PREV. MAINT

( ) COMPLETE

( ) INCOMPLETE - BECAUSE OF _____

_____

( ) WILL RETURN TO COMPLETE _____

(DATE) _____ (TIME) _____

( ) OUTSIDE PROFESSIONAL ASSISTANCE

REQUIRED. P.O.# _____

MAINTENANCE PERFORMED BY:

_____

WORK DONE AND MATERIAL USED: _____

_____

_____

_____

_____

_____

_____

QUANTITY	ITEM	COST	
		$	
	Total Material Cost		
	Total Labor Cost		
	TOTAL CHARGE		

COST CLASSIFICATION

_____ *Association* _____ *Hrs. x $* _____ */HR.*

_____ *Owner*

Charges Approved by: _____

(Signature of Maintenance Supvr.)

WHITE: FILE COPY **GREEN: MAINTENANCE COPY** **GOLD: UNIT COPY**