

WORK ORDER REQUEST FORM

MAINTENANCE

WOODS WALK COMMONS CONDO ASSOCIATION

Requester Name: _____ Date: _____

UNIT NO#: _____ Telephone: _____

Location: _____ Urgent: Yes _____ No _____

Room: _____ (That portion of the Limited common Element, i.e. Windows, Doors, and Walls)

Description of Work Order Requested:

-----*Maintenance Use Only*-----

Description of completed Work Order and Material Used: _____

CONTRACTOR: _____ Telephone: _____

Completed By: _____ Date: _____

Time Started: _____ Time Ended: _____

Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each Unit Owner is to **complete a work order form and return it to a member of the Executive Board:**
Velma Williams wowalks73@gmail.com; Jody Katz storm65988@aol.com; Merrill Katz docflyrod@aol.com;
Joe Whittemore jpwhittemore63@gmail.com.

Thank you in advance for your cooperation.

August 11, 2015