



**MAINTENANCE WORK ORDER REQUEST**

**You will receive 24 hrs. Notice of Entry**

UNIT# : \_\_\_\_\_

Date: \_\_\_\_\_

MEMBER(S) \_\_\_\_\_

\_\_\_\_\_

DAYTIME TEL. NO: \_\_\_\_\_

**WORK TO BE DONE**

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MEMBER'S SIGNATURE: .....  
**(Required)**

DATE: .....

**OFFICE USE ONLY**

WORK ASSIGNED TO CO-OP STAFF

WORK CONTRACTED TO: \_\_\_\_\_  
PURCHASE ORDER NO: \_\_\_\_\_  
AUTHORIZING  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_  
REMARKS \_\_\_\_\_  
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\_\_\_\_\_