

MAINTENANCE WORK ORDER

WO# _____

Unit # _____ Member Name(s) _____

Phone # - Daytime _____ - _____ - _____

Email Address: _____

Maintenance request # 1

Maintenance request # 2

Entrance Requirements

- ☐ Courtesy call required before coming to or entering the unit
- ☐ No courtesy call required – permission given to enter unit as needed for the above work
- ☐ Pet(s) – type _____ number _____ concerns Yes ☐ No ☐

Explain _____

Member signature _____ Date _____

WINDFIELD CO-OPERATIVE HOMES, INC.

15-240 Westwood Road, Guelph, ON N1H 7W9 519-824-9144 windfieldcoop@bellnet.ca

For internal use only...

Request # 1

Start Date _____

Completion Date _____

Notes

Incomplete ...reasons

Request # 2

Start Date _____

Completion Date _____

Notes

Incomplete ...reasons
