

WORK ORDER

Unit: _____ Date: _____

Name: _____

Phone: _____

Do you have a dog? _____

Can You be Called at work? _____

Dogs name(s): _____

Members Certification of Completion

Item 1:	
Completed/ Action Taken	
Item 2:	
Completed/ Action Taken:	
Item 3:	
Completed/ Action Taken:	
Item 4:	
Completed/ Action Taken	
Comments/ Concerns	

If provided with the materials and/or tools, would you be willing to carry out the repair yourself?
 Yes: _____ No: _____

PLEASE NOTE: If you are not at home, the repair person may have to enter your unit.

The Consolidated Occupancy By-Law IX, states, “after giving a member 48 hours notice, someone appointed by the Co-op can enter with the Member’s unit at any reasonable time, for: Maintenance repairs or renovations:. If the work is considered to be urgent, we may have to enter your unit without notice.

I have read and understand the above: Signature: _____