

Cavendish MAINTENANCE REQUEST

Office PH: (905) 335 – 0280 EMAIL: info@cavendishcoop.ca

DATE	DD/MM/YYYY	UNIT #	
Member Name			
Member Phone			Preferred contact
Email			Preferred contact

Room or Area - please be specific i.e Powder Room or Upper Hallway

Describe in detail the issue, problem or requested repair i.e. Dripping hot water tap

Best day and time for assessment/repairs - select all that apply

DAYS OF THE WEEK	MON	TUES	WED	THURS	FRI
TIME OF THE DAY	8am - 12 pm	12pm - 4 pm		4 pm - 6 pm	

If possible days and times will be booked to your preference, if not possible, you will be notified of alternate arrangements or choices.

Permission to Enter Unit without member(s) present
(NOTE: the date will be confirmed with you at least 48 hours prior)

NO - A member or responsible adult will be home at that time

YES - Contact me prior to entering

YES - Not necessary to contact me prior to entering

Member Signature below or type in name to e-certify

OFFICE USE ONLY BELOW

Trade Name/Maintenance Member assigned

Priority 1-5 days 5-10 days 10+ days Emergency