



Nova Vita Housing Co-operative

7166 Barnet Road
Burnaby, BC V5A 1C8

265 Duthie Avenue
Burnaby, BC V5A 2P3

MAINTENANCE WORK ORDER REQUEST

(Fill out and drop into Co-op office mail slot)

Name: _____ Unit: _____ Date: _____

Contact me by: Phone Phone Number: _____

Email Email Address: _____

Do you give permission for handyman or tradesman to enter your unit if you are not present? Yes No Initial: _____

If "No" is checked above, an adult must be present for a handyman or tradesman to work in your unit. If a handyman or tradesman has made arrangements with you and then cannot gain entrance to the unit, you may be charged for the lost time at the going rate.

			<i>{Office Use Only}</i>	
WHAT IS THE PROBLEM? <i>(e.g. electric switch doesn't work)</i>	LOCATION <i>(e.g. dining room)</i>	URGENCY LEVEL <i>(see below)</i>	DATE WORK COMPLETED	WORK DONE BY

- URGENCY LEVELS:**
- 1 = NEAR EMERGENCY (e.g. refrigerator stopped working) – "tomorrow"
 - 2 = URGENT (e.g. running toilet) – "this week"
 - 3 = IMPORTANT: can be scheduled within 2 - 3 weeks – "soon"
 - 4 = REQUEST: wish to have done within next couple of months
 - 5 = WISH: placed on waiting list for replacement as co-op funds allow

NOTE: NO PHONE REQUESTS WILL BE ACCEPTED BY MAINTENANCE COMMITTEE

IN EMERGENCY (FIRE, FLOOD or LIFE SAFETY HAZARD only), call Baywest at (604) 591-6060