# Lord of Life
# Property Maintenance
# Work Order Request

**Date Reported ______/______/_______**

**Date Observed (if different than above) _____/______/_____**

**Problem / Issue: What needs to be fixed????**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**Who Observed the (Problem / Issue): _______________________________________________________**

**Problem Reported by (if different than above): _____________________________________________**

**Contact Information (should additional information be needed):**

**Home phone number_______________________________________**

**Cell phone number_________________________________________**

**Work phone number_______________________________________**

**Email ________________________________________________**

**>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>**
**(Do not write below this line. For Property Committee Notes only.)**

**Assigned to_______________________________________________________**

**Work performed by_______________________________________________**

**How was problem/issue resolved?____________________________________________________**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**Approx. cost (if applicable)_________________________________________________________**