

MAINTENANCE--JANITORIAL REQUEST FORM

SUBMIT TO BOD@SANDALFOOTSOUTH.COM

SUBJECT: **MAINTENANCE**

Or

PLACE IN DOOR MAILBOX AT CLUB HOUSE

NAME _____ DATE _____

UNIT # _____ PHONE # _____

DETAILED DESCRIPTION OF PROBLEM: _____

(FOR MAINTENANCE/BOARD USE ONLY)

MAINTENANCE ACTIONS TAKEN: _____

VENDOR CALLED FOR REPAIR: _____

VENDOR COMMENTS/SCHEDULE _____

ESTIMATED CORRECTION DATE: _____

PROBLEM CORRECTED: YES: _____

DATE CORRECTED: _____