

WORK ORDER NUMBER: _____

McGregor Villas

Maintenance Request Form

This Maintenance Form should be used to submit maintenance related requests to ARMA. This form should only be used for non-emergency services.

IN CASE OF EMERGENCIES PLEASE CALL ARMA AT (518)-480-4300. DURING NORMAL BUSINESS HOURS THE RECEPTIONIST WILL TAKE YOUR REQUEST AND CONTACT APPROPRIATE MAINTENANCE PERSONEL.

ON WEEKENDS OR OFF-HOURS PLEASE CONTACT THE MAIN ARMA NUMBER AND PRESS 88 TO GOTO THE EMERGENCY MAILBOX. WITHIN 15 MINUTES YOU WILL RECEIVE A CALL REGARDING THE PROBLEM.

After completing this form please fax to **(518)-480-4200**. Non-emergency requests can also be submitted via phone (518)-480-4300, sending an email with all appropriate information, or logging on the internet at www.armallc.com/arc_maint_request.html.

Location: _____ Date/Time: _____

Your Name: _____ Your Position _____

Number where you can be reached: _____

Description of Work Requested (Please state <i>specifically</i> what room and location of work to be done):

Requestor's Signature _____

House Manager's Signature _____

Date _____

Date _____

For ARMA Use Only

Director _____

Maintenance Manager _____

Date _____

Date _____

REMEMBER – THIS IS FOR NON-EMERGENCY REQUESTS ONLY!