

CALL 911 FOR ALL EMERGENCY LIFE SAFETY ISSUES

NON LIFE SAFETY EMERGENCY ISSUES

ALL NON LIFE SAFETY EMERGENCY ISSUES should be verbally reported to one of our Maintenance Workers or the Corporate Office and should always be followed up with a Maintenance Request Form submitted to the Corporate Office.

NLYH MAINTENANCE REQUEST FORM

In an attempt to efficiently address our Common Maintenance Issues, the NLYH Maintenance Department has instituted a process that allows us to document and track work needed, and work completed.

On the reverse side of this page you will find a form that, when cut in half, will provide two **NLYH MAINTENANCE REQUEST FORMS**. Please fill out one of these forms to report any maintenance issues that you observe within NLYH and submit it to the Corporate Office. Additional Forms can be picked-up at the Corporate Office or downloaded and printed from our napleslandyachtharbor.org web site. Requests will be addressed on a priority and time availability basis.

Thank you for your assistance in keeping NLYH a community to be proud of.

The Maintenance Department

NLYH MAINTENANCE REQUEST FORM

NAME _____ DATE _____

ADDRESS _____

LOCATION OF THE PROBLEM _____

DESCRIPTION OF THE PROBLEM _____

OFFICE USE BELOW

RECEIVED BY _____ DATE RECEIVED _____

ACTION TAKEN _____

DATE COMPLETED _____

----- (CUT ALONG THE DOTTED LINE REV. 1-20-2013) -----

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