

WORK ORDER # _____

White copy (office copy)
Goldenrod copy (maintenance copy)
Pink copy (members copy)

Cedarbrook Park Co-operative Homes Inc.
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Office: 416-431-3870
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WORK ORDER REQUISITION FORM

Use this form to report maintenance problems/repairs required in your unit **or** in Co-op Common Areas.
Once you have completed this form, please return it to the Office for processing.

Member	Unit #	Contact Phone #	Contact Email

Please indicate the type and location of the problem/repair you are reporting. If the problem is related to **appliances', please indicate the make, model and serial number of the appliance** (contact the office where to locate this information).

Please briefly describe the maintenance problem you are having:

Please check one:

Routine Urgent Emergency

Pets: Yes No

Alarm System: Yes No

PERMISSION TO ENTER

Please choose one of the following:

Yes, Maint/Contractors/Office may enter my unit (with master key) to fix the problem

No, Provide three (3) dates/times that the Co-op may schedule the work.

(I understand that this choice might delay the repairs being done)

1) _____ 2) _____ 3) _____

You will be provided with written "Notice of Entry" advising the date that Maintenance or the Contractor will be accessing your unit to complete the necessary repairs, except in the case of urgent maintenance issues where Maintenance will contact you directly to coordinate entry.

Acknowledgement:

By my signature below I acknowledge that I am required to ensure the Co-op is able to access its units to complete maintenance and that such access is governed by the Co-op's Occupancy By-law.

Member's Signature

Date

COVID QUESTIONNAIRE

1. Are you or anyone in your household experiencing a fever? Yes No
2. Are you or any other household occupant displaying Covid-19 symptoms? Yes No
3. Has anyone in your household travelled outside Canada within the last 14 days? Yes No
4. Has anyone in your household had close contact with a person with (probable or confirmed) Covid-19 in the last 14 days?
 Yes No
5. Has anyone in your household had close contact with a person who travelled outside Canada in the last 14 days ill? Yes No

Note: If you have answered "yes" to any of the questions above, Maintenance or the Contractor will not enter your unit until it is confirmed to be safe to do so unless the matter requires immediate attention.

