HOUSING FACILITIES RESPONSE NOTICE

MAINTENANCE PERSONNEL VISITED YOUR ROOM/APARTMENT TO:

- Housekeeping
- Perform Requested Maintenance
- Pest Control
- Paint or Repair Your Room
- Check Heat/Air Conditioner
- Perform Preventive Maintenance
- Lock Change: Pick up new keys at the neighborhood service office
- Other ________________________________________________

ACTION TAKEN

- Work Completed
- Parts/Material on Order
- Room Painted
- Other ________________________________________________

Date ____________ Time ____________

Technician _____________________________________________

If you have any questions or concerns please contact: Maintenance Hotline, 328-4997

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