



Maintenance / Repair Request Form

*****Attention*****

If the problem/issue poses a potential threat to the Health and safety of any Client or Staff, immediately call the Main Office at (626)794-4103 to report by phone in addition to completing and submitting this form.

If outside of normal business hours call your administrator

In an Emergency Call 911

Facility Name: _____ Date: _____

Your Name: _____

Description of Problem / Issue

Office Use Only

Job Assigned to: _____

Targeted for Completion by: _____

Date Completed: _____

Comments: _____

Signature _____