



Rebekah Manor Repair Request Form

Non-Emergency Repairs/Maintenance Only

Name _____ Unit # _____ Date _____

Nature of Repair Required:

Convenient Time for Repair:

Time _____ Day _____ Call First: Phone _____

Please note – we will replace light bulbs in units for those who need assistance. However, the tenant must supply the bulb. Please have bulbs on hand at time of replacement. (Note – most light fixtures are rated at 60 watts and should not exceed that recommended amount).

We regret that we cannot repair tenants' personal property.

For emergencies or dangerous situations:

**Monday to Friday (except Statutory Holidays) call the CDSCL
Maintenance Department at 428-7467 or the CDSCL Office at 428-2296
Otherwise call Paul Bourgeois at 428-1964 or Mike Fitzpatrick at 435-2490**

Description of Repair Completed: _____ **Unit #** _____

Date/Time of Repair: _____ Purchase Order # _____

Caretaker's Signature _____

The repairs described above have been completed to my satisfaction.

Signature of Tenant: _____ Date _____