



# Rebekah Manor Repair Request Form

## Non-Emergency Repairs/Maintenance Only

Name \_\_\_\_\_ Unit # \_\_\_\_\_

### 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 Peter Feltham at 428-4888**

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**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 \_\_\_\_\_