

BEAUTY POINT BODY CORPORATE COMMITTEE

MAINTENANCE / REPAIR / SERVICE REQUEST FORM

Residents are asked to complete this MAINTENANCE/REPAIR/SERVICE REQUEST FORM in the instance that:

- You observe something not working properly
- Something is requiring repair
- You wish to report a safety hazard

Please print/complete this form and email to: committee@beautypointview.com. **Blank hard copies** of MAINTENANCE/SERVICE REQUEST forms (as well as the **box for completed forms**) can be found on the basement level, near the lift and noticeboards. Completed forms are to be put in the locked MAINTENANCE/SERVICE REQUEST BOX (checked daily).

If the matter is genuinely URGENT (safety concern) please phone Mike Adams 0418 877 626. Thank you for your cooperation.

DATE REPORTED:

DETAILS OF PERSON REPORTING:

NAME:..... LOT/UNIT NUMBER:.....

PHONE:.....EMAIL:.....

MAINTENANCE SERVICE OR REPAIR REQUIRED:

DESCRIBE (CLEARLY) THE ITEM THAT IS FAULTY: (please attach photos if required)

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WHERE IS THE PHYSICAL LOCATION:

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DESCRIBE WHAT IS WRONG WITH THE ITEM THAT IS FAULTY:

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COMMITTEE USE ONLY:

Date form received:.....Mode of Notice: email basement box phone

Date Actioned:.....Item Actioned by:.....

Action Taken:.....

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Date of Feedback/Response to Person Reporting:.....

Date Completed:..... Cost of Repair:.....