

HIDDEN LAKE VILLAS  
788 PARK SHORE DRIVE  
NAPLES, FL 34103

W.O. # \_\_\_\_\_  
Assigned To:  
Name: \_\_\_\_\_

# WORK ORDER

**\*\*\*\*ALL WORK ORDER REQUESTS HAVE A 7 DAY TURN AROUND\*\*\*\***  
**(Scheduled based upon the Maintenance Staff Workload)**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
UNIT # OR BUILDING: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Light Out  | <input type="checkbox"/> Cobwebs          |
| <input type="checkbox"/> Broken Sprinkler Head  | <input type="checkbox"/> Clean stairs     |
| <input type="checkbox"/> Dripping Sounds  | <input type="checkbox"/> Water Leak       |
| <input type="checkbox"/> Humming Sounds   | <input type="checkbox"/> Clean Pavers     |
| <input type="checkbox"/> Hose Walkway   | <input type="checkbox"/> A/C Drain Pan    |
| <input type="checkbox"/> Touch-up paint   | <input type="checkbox"/> Clean Dryer Vent |
| <input type="checkbox"/> Grill <input type="checkbox"/> New Tank <input type="checkbox"/> New Lighter Gun |   |
| <input type="checkbox"/> Paint Front Door   |   |

(Door Painting Occurs twice a year, beginning of the year, and middle of the year)

- Screens  Window  Lanai Screen

(Screen Repairs are done in groups & require additional time to measure and order screens)

Special Requests/After Hours Requests:

(Approval Required by Maintenance Supervisor/Property Manager; Request Subject To Fee)

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Approved By: \_\_\_\_\_  
Approved On: \_\_\_\_\_

Owner Notified On: \_\_\_\_\_

Maintenance Staff Comments/Notes ONLY:

Completed Date & Time: \_\_\_\_\_

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