

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, January and June)

- 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)

Approved By: _____ Owner Notified On: _____
Approved On: _____

Maintenance Staff Comments/Notes ONLY: Completed Date & Time: _____
