

Riverbend on the Willamette - Maintenance Request

Requested By:	Maint Log Ref. No.		
Date:			
Please Describe the Problem:			
Location of the Problem			
Board or Maintenance Officer Review			
What Do We Think is the Cause?			
Does the Board Accept The Project?	YES	NO	Defer Until _____
Is This an Emergency?	YES	NO	Notes
Contractor Required?	YES	NO	
Do We Require Multiple Bids?	YES	NO	
Estimated Cost to Repair	\$		
Who Will Do the Work?			
Estimated Completion Date:			Project Manager:
Special Instructions:			
Responsibility:	OWNER	HOA	Owner Accepts Responsibility:
Board Approval: (2 signatures required over \$250 except in emergency)			
Actual Completion Date:			
Completed Work Accepted by: Board _____ Owner _____			