



## **SHETLAND PARK MAINTENANCE REQUEST**

This form to be used for **ALL** maintenance and repair requests and will be addressed within 24 – 48 hours from submission. For Emergency Service, please contact the front desk @ (978) 740 - 4401

Tenant Name:	Date:	Time:	
Tenant Location:			Suite #:
Contact Name:			
Contact Phone:	Contact E-Mail:		
Nature of Complaint:			
<u>Type of Issue: (Check all that apply)</u>			
<input type="checkbox"/> Heating	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Lighting	<input type="checkbox"/> Window
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Elevator	<input type="checkbox"/> Door
		<input type="checkbox"/> Bathroom	<input type="checkbox"/> Ceiling
		<input type="checkbox"/> Flooring	<input type="checkbox"/> Other:
		_____	
		Tenant Signature – Task Completed	
<b>*****Below to be completed by Shetland Properties*****</b>			
Dispatched by Radio/Assigned to Shetland Employee:			
Description of Job Performed:			
Start Time:	Stop Time:	Is Job Complete?	YES NO
What needs to be completed and by when will it be:			
		_____	
		Shetland Employee Signature	

Once Form is completed, Please Press this Button and the Request will be E-Mailed to our front desk