

# PYRAMID OFFICES AND MEDICAL PARK

www.pyramidofficepark.com

## MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be in writing and submitted by one of the following ways:

**Delivered** to front desk management

**Faxed** to (310) 465-0031

**Emailed** to [pyramidmaintenance.crp@gmail.com](mailto:pyramidmaintenance.crp@gmail.com)

Request Date		Time:	
Name:		Dept.:	
Business Name:		Unit No.	

### PROBLEM/WORK REQUIRED:

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

*\*Do not sign until work is completed.*

**Work Completed:** The above maintenance/repairs have been completed satisfactorily.

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR OFFICE USE

Work Performed by: \_\_\_\_\_

Date and Time Completed: \_\_\_\_\_

Corporate Offices  
22939 Hawthorne Blvd Suite  
100, Torrance CA 90505  
Office: 310-465-0311  
Fax: 310-465-0031