

# MAINTENANCE / REPAIR REQUEST FORM

## PYRAMID OFFICE & MEDICAL PARK

[WWW.PYRAMIDOFFICEPARK.COM](http://WWW.PYRAMIDOFFICEPARK.COM)

ALL MAINTENANCE AND REPAIR REQUEST FORMS MUST BE SUBMITTED BY ONE OF THE FOLLOWING WAYS :

**DELIVERED** TO FRONT DESK MANAGEMENT

**FAXED** TO 310.465.0031

**EMAILED** TO [Mei.Guerrero@CaliforniaRetailProperties.com](mailto:Mei.Guerrero@CaliforniaRetailProperties.com)

Please fill out to the best of your ability. Be specific and attach pictures if possible.

NAME:	DATE:
BUSINESS NAME:	TIME:
PHONE#	UNIT#

IS THE REPAIR REQUEST URGENT? Y      N

DESCRIPTION OF PROBLEM / WORK REQUIRED:

-----Office use only-----

DATE & TIME WORK STARTED:

WORK PERFORMED BY:

DATE & TIME WORK COMPLETED: