



# SCOTTSDALE SHADOWS

## Maintenance and Custodial Work Request Form

7800 E. Camelback Rd. Scottsdale, AZ 85251

Ph: **480-994-2080** : Email: [2080@scottsdalershadows.com](mailto:2080@scottsdalershadows.com)

Ph: **480-994-2067** : Email: [2067@scottsdalershadows.com](mailto:2067@scottsdalershadows.com)

(Please return forms to the email addresses provided above)

**Maintenance Office Hours** 7AM to 4PM. **Custodial Hours** 6AM to 2:30PM.

Monday through Friday. (Except Holidays)

Name: \_\_\_\_\_ Bldg. / Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plumbing:  Electrical:  General Repairs:  Clean Up:

Common Area Location: \_\_\_\_\_

Common Area Work Description: \_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Priority Assigned: \_\_\_\_\_

1. High (within 24 hrs.)  2. Within 1 week.  3. When you get a chance.

Authorized by: \_\_\_\_\_

Comments: \_\_\_\_\_

Work Assigned to: \_\_\_\_\_ Date completed: \_\_\_\_\_