

**After Hours Maintenance Request Form**

Engineer / Serviceman: Rick Johnson or Michael Dimmet

Date: \_\_\_\_\_

Property Suite: \_\_\_\_\_

1. Origination of Call

- Answering Service
- Police Department or Fire Department
- Maintenance Staff
- Other (Security, etc.) \_\_\_\_\_

2. Time of Call

- Weekday \_\_\_\_\_, \_\_\_\_\_ AM/PM
- Weekend \_\_\_\_\_, \_\_\_\_\_ AM/PM

3. Nature of Call

- Emergency (Describe)  
\_\_\_\_\_
- Non-Emergency (Describe)  
\_\_\_\_\_

4. Condition of Equipment or Property Upon Arrival

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Action Taken to Rectify Problem

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Time Required on the Job

\_\_\_\_\_

7. Materials Needed

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Charge to Site / Tenant: \_\_\_\_\_

Building: \_\_\_\_\_

Vendor: \_\_\_\_\_

8. Additional work needed during next work date?  Yes  No

9. Could call have waited until next work day?  Yes  No

Comments

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10. Has the After Hours Answering Service & Property Management been notified?  
 Yes  No

11. Utilities Involved

Electric

Gas

Water

Note: Supervisor and Site Manager should be informed of life safety and / or interruption of owner / tenant business operation.