

**Sunscape Estates RV Park Cooperative (Addendum #2)**

**Maintenance Request Form (MRF)**

**(Not for Private Services) # \_\_\_\_\_ Initial \_\_\_\_\_**

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature) (Please print)

**Area/facility:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Description of work requested:**

---

---

---

---

---

---

---

---

**Maintenance department:** \_\_\_\_\_ **Cost of materials/labor and notes:** \_\_\_\_\_

---

---

---

---

---

---

---

---

**Assigned to:** \_\_\_\_\_ **Completed :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to Bookkeeper for payment of materials.**

**Paid to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Maintenance Manager Action taken:**

1. Date referred to Maintenance Manager: \_\_\_\_\_
2. Progress report #1 date to Maintenance Manager: \_\_\_\_\_
3. Progress report #2 date to Maintenance Manager: \_\_\_\_\_
4. Progress report #3 date to Maintenance Manager: \_\_\_\_\_
5. Completion date: \_\_\_\_\_
6. Date Originator notified of final result: \_\_\_\_\_

## **Board of Directors Policy**

**Subject: Request Procedure Policy (Excerpt)**

**Original Date: April 2013**

Revised March 6, 2017

### **A. Registering and processing a Maintenance Request Form (MRF):**

- 1.** Return the completed MRF to the Welcome Center Maintenance Wall File.
- 2.** The MRF will be assigned a number, initialed and recorded in the 'MRF Log Book' by a Maintenance staff member.
- 3.** The Maintenance Manager will then:
  - a.** record the MRF in the 'Tracking System'
  - b.** assign the request for the appropriate action.
  - c.** notify originator of any anticipated delays in the work requested and when the request will be completed.