

THE PALMS RV RESORT - REPORT/REPAIR REQUEST

(Choose one)

Send to LOA@yumapalmsrvresort.com

- HOUSEKEEPING REPAIR REQUEST/REPORT
- LANDSCAPING/GROUNDS REPAIR REQUEST/REPORT
- MAINTENANCE REPAIR REQUEST/REPORT
- SECURITY REQUEST/REPORT

Date: _____ Hour: _____

Reported by: _____

Description of Repair/Problem:

Materials Description & Cost Estimate:

(Attach a Financial Authorization Form to request a Purchase Order)

Estimated Time required To Do The Work: _____

APPROVED FOR ACTION

By: _____ Date: _____
General Manager

UPON COMPLETION OF THIS TASK, DELIVER THIS RECORD TO THE GM

Repairs completed on (date): _____ Hour: _____

Work completed by: _____

Describe work if different or in addition to description above.

Will any follow up need to be scheduled? _____