

Building Maintenance Work Order Request Form

Business Phone: 310-546-2972

Urgent phone: 310-614-8771

Email: BestBeachBuilder@gmail.com

Date of Request

Building/Location

Person making request

Priority #

Designated Funding

1. Emergency, must be done now.
2. Needs to be done ASAP
3. Perform as time and funds are available

Requested Maintenance

To be completed by Board of Trustees.

Checked\ Repaired by:

Date of completion: