



APCHA
Aspen | Pitkin | County | Housing | Authority

MAINTENACE WORK ORDER

Non-Emergency repairs will be done *Monday – Friday 8:00am to 4:00pm*
After Hours Emergency Line: **970-920-5457**

Date: _____ **Unit:** _____ **Property:** _____

Permission to Enter: 8:00am – 12 noon 1:00pm – 4:00pm

Name: _____ **Contact Info:** _____ **Signature:** _____

Requested By:

Tenant
 Property Manager
 Maintenance

Reason:

Inspection
 Follow-Up
 Emergency
 Turnover
 Repair

Category:

PLUMBING
 ELECTRICAL
 APPLIANCES
 DOORS/WINDOWS
 FLOORING
 SMOKE DETECTORS

Room:

Living Room
 Kitchen
 Bathroom
 Bedroom

Work Requested: _____

APCHA STAFF TO COMPLETE BELOW:

Work Completed: _____

Completed by: _____ **Date:** _____

Was damage due to tenant negligence: No Yes

If Yes, Please describe _____

Time In: _____

Time Out: _____