

Murray Ridge Housing Corporation

MAINTENANCE REQUEST

Fax form to Chuck Heisler at (440)322-2683 • Email to MRHC@murrayridgecenter.org

Electronic form is available on the Housing Board Homes page of the murrayridgecenter.org website.

Complete this form, with details, for all maintenance requests.

Call Chuck 440-822-0555 Monday – Friday between 8:45 a.m. – 4:45 p.m. for emergency maintenance problems.

After hours and weekend emergencies, please follow Maintenance Procedure for Handling Problems at Homes Owned by Murray Ridge Housing Corporation.

Please check one:

- Health and Safety Issue
Not a Health and Safety Issue

Address: Supervisor/Manager: Date of Problem Discovery:

Problem discovered by:

- Tenant
Staff
Visitor
Murray Ridge Employee
Other:

Nature of Problem [be specific & give details – location/room, cause (known/suspected), extent of damage, etc.]:

Location/room? If bedroom, is it locked?

Steps staff have taken to assess, temporarily or permanently correct problem:

Empty box for steps taken to assess and correct problem.

Date and time staff can be contacted at the home:

Signature: Date: