

CDS Clubhouse Maintenance Form

***** For EMERGENCY (i.e., FIRE, etc.) CALL 911*****

If urgent maintenance or repair is needed (i.e., safety issue, significant plumbing leak), please call Anderson & Company [831] 688-1090. Otherwise, please complete this form and place form under the office door. You may also want to take a picture(s) of the maintenance required.

(PLEASE PRINT)

Name: _____ Date: _____

Phone: _____ Street Address: _____

Required maintenance (please check as many as apply, circle details, and provide specifics below):

___ Kitchen (sink, stove, oven, dishwasher, refrigerator, other)

___ Men's Bathroom (toilets, sink, supplies, other)

___ Women's Bathroom (toilets, sink, supplies, other)

___ Flooring (carpet, flooring, tile)

___ Doors and Windows (unable to close/lock, cracked or broken)

___ Furniture (damaged, broken)

___ Lighting (bulbs out)

___ Other _____

Specific information and concerns: _____

Thank you!