

# ST REGIS MANAGEMENT INC.

18113-107 Avenue  
Edmonton, AB. T5S 1K4

WORK ORDER #: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
DAY MONTH

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> MAXWELL LAKE | <input type="checkbox"/> ST REGIS VILLAGE | <input type="checkbox"/> _____ |
| <input type="checkbox"/> ASPEN PLACE  | <input type="checkbox"/> LAKEWOOD STATES  | _____                          |
| <input type="checkbox"/> EAGLE RIDGE  | <input type="checkbox"/> CEDARWOOD        | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BRENTWOOD    | <input type="checkbox"/> SOUTHRIDGE PARK  | _____                          |
| <input type="checkbox"/> MARIS HOUSES | <input type="checkbox"/> SUNDANCE         | <input type="checkbox"/> _____ |

UNIT No. \_\_\_\_\_

Work Requested (be as thorough as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ STARTED: Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ COMPLETED: Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
Day Month Day Month

| Time In: | Time Out: | DETAILED DESCRIPTION OF WORK COMPLETED | MAINT. INITIALS | RM INITIALS |
|----------|-----------|--|-----------------|-------------|
|          |           |  |                 |             |
|          |           |  |                 |             |
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|          |           |  |                 |             |
|          |           |  |                 |             |
|          |           |  |                 |             |
|          |           |  |                 |             |

Parts Ordered. Will return on: \_\_\_\_\_, 200\_\_\_\_ to finish the repairs.

**PARTS AND SUPPLIES USED**

| How many? | Parts Description | \$ Cost \$ |
|-----------|-------------------|------------|
|           |                   |            |
|           |                   |            |
|           |                   |            |
|           |                   |            |
|           |                   |            |
|           |                   |            |

**Emergency maintenance requests will be handled immediately.  
All other maintenance requests will be completed within 48 hours.**

**“This is Our Promise to You!”**