



Nome Community Center, Inc.

NCC Maintenance Work Order # _____

(Do not fill; To be completed by Property Manager)

Submitted by: _____

Date Submitted: _____

Program:

- Admin. B&G FB HPN NCH
 NEST PSH Rentals XYZ Other: _____

Property/Vehicle: _____

Description of work or repair needed: _____

- Severity of Issue (Urgency): Immediate threat to life Further damage is imminent
 Matter of compliance Impedes function / efficiency
 Unknown

Repair / Maintenance Complete (Mark box when complete)

Completion notes: _____

Technician(s): _____

Signature of Technician: _____

Approval of Completion (By Property Manager or Executive Director)

Property Manager: _____ Pierce Goslin _____

Signature of Property Manager: _____

and / or

Executive Director: _____ Kimberly Bishop _____

Signature of Executive Director: _____