Repair Centers and Functions

1. **CP** Carpenter
   - Doors and Windows
   - Ceiling Tiles
   - Assembly/Disassembly
   - Hang/Remove Artwork and Boards
   - Blinds/Window Treatment
   - Cabinets and Furniture Repair
   - Woodwork and Moldings

2. **EL** Electricians
   - Light Bulb Replacement
   - Faulty Light Fixture
   - Tripped Breaker, (No Power)
   - Switches and Outlets
   - Appliance Repair

3. **ELV** Elevator Service
   - All Elevator Maintenance and Upkeep

4. **HO** Housekeeping
   - Daily and Specialty Cleaning of Residents and Office Space
   - Spill and Leak Cleanup
   - Restroom Sanitation
   - Remove Mold
   - Pest Control

5. **HV** HVAC (Heating, Ventilation & Air Conditioning)
   - Heating and A/C Issues, i.e. Too Hot, Too Cold
   - Ventilation and Air Flow Concerns
   - Radiator and Duct Leaks, (must be confirmed as such)
   - Installation of Window and Portable A/C Units
   - Thermostat Repair/Replacement

6. **LK** Locksmith
   - Repair/Replace Lock
   - Repair/Replace Door Handle
   - Make Keys
   - Key Broke or Stuck in Lock
   - Re-core Lock

7. **MN** Mason
   - Holes in Ceilings or Walls
   - Carpeting repair
   - Exterior Sidewalks, Curbing, Wall repair

8. **MV** Moving Crew
   - Furniture delivery
   - Discard Furniture and Equipment
   - Set Ups- Chairs and Tables for Specialty Functions
   - Empty, Discard Recycling and Heavy Refuse

9. **PL** Plumbers
   - All Leaks, (Plumbers will determine if leak is non-plumbing related)
   - Clogged Toilets, Urinals, Sinks or Other Drains
   - Installation and Repair of water Heaters
   - Water Temperature Problem, (No Hot/Cold Water)
   - Shower, Tub and Toilet Repair

10. **PT** Painter
    - All Painting of Ceilings, Walls, Doors and Areas
    - Spackling and Minor Repairs