

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