

Repair Centers and Functions

1. **AC** Access Control
 - New or problematic Prox Cards, Swipe cards
 - Electronic Doors
 - Specialty Locks and Alarms
2. **CP** Carpenter
 - Doors and Windows
 - Ceiling Tiles
 - Assembly/Disassembly
 - Hang/Remove Artwork and Boards
 - Blinds/ Window Treatment
 - Cabinets and Furniture Repair
 - Woodwork and Moldings
3. **EL** Electricians
 - Light Bulb Replacement
 - Faulty Light Fixture
 - Tripped Breaker, (No Power)
 - Switches and Outlets
 - Appliance Repair
 - Resetting and Replacing Clocks
 - Wiring and Rewiring
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
 - Unlock Door, Cabinet or Area
 - Repair/Replace Door Handle
 - Make Keys
 - Key Broke or Stuck in Lock
 - Install Deadbolt/Hasp

- Re-core Lock
- Signage

7. **MN** Mason

- Floor Tile Repair or Replacement
- Holes in Ceilings or Walls
- Carpeting repair
- Exterior Sidewalks, Curbing, Wall repair

8. **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)
- Drinking Fountains
- Shower, Tub and Toilet Repair
- Relighting Pilot Lights and Gas Inspection

9. **PT** Painter

- All Painting of Ceilings, Walls, Doors and Areas
- Spackling and Minor Repairs