

LSLIB WORK ORDER REQUEST FORM

Tenant Name	
Tenant Address	
Tenant Phone Number	
Tenant Email	

DO YOU GIVE PERMISSION TO LSLIB VILLAGE O&M STAFF TO ENTER YOUR PREMISES TO ADDRESS THESE REQUESTS IF YOU ARE NOT HOME?

YES

NO

INITIALS _____

Drop off your Work Order Request at the Little Shuswap Lake Indian Band Office, or email your requests to Maintenance@LSLIB.com

PLEASE GIVE AS MUCH DETAIL AS POSSIBLE

REQUESTS

EXAMPLE REQUESTS

1- Washer doesn't spin and/or drain water.

When running a load of laundry, the washer stops in 'Spin' mode and the water does not drain.

2- Kitchen window is broken.

There is a crack all of the way across the window, but the glass has not come out of the window frame.

3- Upstairs bathroom fan doesn't turn on.

Washroom light will turn on, but the fan won't. Checked the breakers, and everything looks right.

4- Puddle of water in the basement after it rains.

After a big rainstorm, a puddle develops in the corner of the basement. Checked outside the area and found that the downspout has been damaged and the water is not being directed away from the house.
