

VILLA SANTA CRUZ COOPERATIVE, INC.
2435 Felt Street, Santa Cruz, CA 95062 - (831) 464-2750

Park Service (831) 419-1460 or 840-0256 - Villa Santa Cruz Office (831) 464-2750
Common Area Maintenance / Landscape Work Request

Requesting Party: _____ Date of Request: _____

Work Location: _____

Description of work:

For Office Use Only:

Requested Priority: **Subject to Review**

High – Must be done within 24 hrs

Medium – Within the week

Low – When you get a chance

Date Reviewed: ___/___/___ Authorized by: _____

Comments:

Date Work Completed: ___/___/___ Number of Days to Complete: _____

Work Assigned To: _____

Budget Line Item code if cost accrued: _____ Amount: _____

Approval: _____