



Corey
Colonial
Association

1350 Main Street, Suite 1410 • Springfield, MA 01103 • Telephone (413) 732-2158 • Fax (413) 781-2100

WORK ORDER REQUEST

DATE: _____

REQUESTING OWNER: _____

LOCATION/UNIT _____

Brief description of request/issue:

PRIORITY LEVEL:

___ **IMMEDIATE/EMERGENCY within 24 hours.**
(board **MUST** be notified).

___ **URGENT within a week**

___ **NEEDS ADDRESSING/ATTENTION when available**