

PATHWAYS ABILITIES SOCIETY

PROCEDURE: TENANT REPAIR REQUESTS

Applies to: Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

1. Tenants fill out a Request for Repairs form outlining the work required, its urgency and submits the form to the Building Manager or designate.

2. The Building Manager or designate:

- Assesses tenants request and determines priority.
- Coordinates completing the repair with the tenant.
- Concludes the repair form.
- Carries out emergency repairs without request forms on file as defined in Residential Tenancy Act.