

**PEACEFUL VALLEY PROPERTY OWNERS' ASSOCIATION  
MAINTENANCE DEPARTMENT**

**Work Order**

Order # \_\_\_\_\_

Description of Request: \_\_\_\_\_

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Requested By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Priority:      High      Medium      Low

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*BELOW LINE FOR OFFICE USE ONLY*

Approved By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Action Taken: \_\_\_\_\_

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Completed By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time Spent:    \_\_\_\_ days    \_\_\_\_ hours    \_\_\_\_ minutes