

A1.9.3 Emergency Repair Proposal Form



Emergency Repair Construction projects are defined as those that involve an immediately necessary repair in a tenant leasehold. Emergency repairs shall not increase the load requirements of any MEP and will generally require the installation of like-for-like materials.

General information	
Date:	
Sponsor:	
Sponsor's Representative (primary contact for improvement):	
Address:	
Phone Number (Office):	
Phone Number (Cellular):	
Fax Number:	
Email:	

Description of Repair (include Scope of Work):

Location of Repair (submission must include site location map attachment):

Estimated Dates to Implement Repair:

Start:

Finish: