



# Island Condo Management Corp.

*Established 1981*

The Island Condo Building  
1610 Richmond Road  
Staten Island, New York 10304

718-981-2500

- *Accounting Services*
- *Consulting*
- *Staffing*

## **BAYVIEW TOWER CONDOS ~ SHUT DOWN/SERVICE REQUEST FORM**

**Shut Down Requests** must be submitted 72 hours prior to the time of shut down and must be submitted to the front desk for approval and scheduling. The purpose of Shut Down Requests is to allow for scheduling of such request and notification to other affected residents in the building.

**Service Requests** are in reference to work needed for common areas only. All work required inside units are the unit owner's responsibility and should never be requested of building personnel. The purpose of a service request is to notify building management of any repairs or service required of building management. If you are unsure who the responsible party is for a certain issue, please fill out this form for submission and investigation.

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### **OWNER/TENANT FILL IN BELOW**

**Water Shut Down Date:** \_\_\_\_\_  **Elevator Shut Down Date:** \_\_\_\_\_  **Service**

Unit #: \_\_\_\_\_ Owner/Tenant Requesting: \_\_\_\_\_

**Reason for Shut Down Request:** \_\_\_\_\_

**Reason for Service Request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **FOR OFFICE USE ONLY**

Shut Down Approved:  Yes  No Approved By: \_\_\_\_\_

Service Approved:  Yes  No Approved By: \_\_\_\_\_

Personnel Involved: \_\_\_\_\_

Contractors Involved: \_\_\_\_\_

Shut Down Complete:  Yes  No Date Completed: \_\_\_\_\_ Follow Up Required/Date: \_\_\_\_\_