

MAINTENANCE PROCEDURE

If you have a situation which requires the Maintenance Department assistance, you MUST contact the Maintenance Office directly at 954-473-2595 or by email: maintenancedept@lauderdalewest.org. DO NOT ADDRESS OUR MAINTENANCE STAFF DIRECTLY CONCERNING YOUR ISSUE.

When you call the Maintenance Office, you will receive a Work Order Number which you will need to keep until your job is completed.

You will be given a time frame when a maintenance worker will come to your home. If the work to be done is inside your home, please make sure you are home, or your work order will be closed. You will then need to call again and make a new appointment. If the work to be done is outside your home, you do not need to be at home when the work is being done.

Please do not address our maintenance staff concerning your issue – this will only delay your job getting completed. Remember: contact the Maintenance Office at 954-473-2595, Monday thru Friday from 8 am to 4 pm or email: maintenancedept@lauderdalewest.org and get a Work Order Number.

May 17, 2019