

Service Response Priority Checklist: JL Properties, Inc. has the primary responsibility for the maintenance of every one of its units in a manner that allows for the safe and enjoyable use by every resident. The following checklist serves as a general guide to assist employees and residents in determining whether a work order is routine (R) or emergency (E).

Refrigerator – Won’t Hold Cold temperature	E
Clothes Dryer.....	R
Clothes Washer.....	R
Dishwasher	R
Kitchen Range - Other	R
Refrigerator - Other	R
Electrical - Heat/Smoke Detectors.....	E
No Power.....	E
Critical Circuits Out (appliances)	E
Defective Outlets or Switches.....	R
Exhaust Fans - Inoperative	R
Burned Out Lights over 10 ft up.....	R
Exterior Garage Lights (photo cells or motion detectors)	R
Non-critical Circuits Out (bedroom light, etc.)	R
Outlets other areas	R
Fire Suppression System Clean up	E
Heat Circulating Pump (inoperative).....	E
Inefficient Heat (less than 60F thermostat temp).....	E
Steam/Gas - Line Broken.....	E
Leak (Gas)	E
Leak (Steam) (large).....	E
Low Pressure	E
No Heat.....	E
No Pressure.....	E
Garage Heaters	R
Register Inoperative.....	R
Leak (Steam) (small)	R
Plumbing Cold or Hot Water - None/Leak (large).....	E
Faucet Dripping	R
Leak (slow).....	R
Low Pressure	R
Floor Drain	E
Leak.....	E
Sewer Lateral Stoppage	E
Sewer Overflow, cleanup.....	E
Sink Stoppage, all other	R
Sink Stoppage, Kitchen	E
Toilet Overflow	E
Toilet Stoppage.....	E
Garbage Disposal.....	R
Tub Stoppage.....	R
Plumbing Leaking Rooms	E
Standing Water Removal & Clean Up.....	E
Inoperative Door (outside).....	E
Inoperative Door (cannot secure unit)	E
Glass Breakage entry door, or window causing.....	E
Steps Creating Tripping Hazard	E
Leaking Walls, Roof or, Ceilings	E
Basement leaking (living area)	E
Loose/Damaged Siding.....	R
Basement Wall Leaking.....	R
Inoperative Storm Door	R
Inoperative Inside Door	R
Glass Breakage	R