

\_\_\_\_\_  
(QUARTERS NUMBER)  
DATE RECEIVED: HR: \_\_\_\_\_ DATE: \_\_\_\_\_  
DPW NOTIFIED: HR: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSON NOTIFIED: \_\_\_\_\_  
DPW RELEASED: HR: \_\_\_\_\_ DATE: \_\_\_\_\_  
RELEASED BY: \_\_\_\_\_  
  
LAST PAINT DATE: \_\_\_\_\_  
PAINT: COMPLETE ( ) PARTIAL ( ) NP ( )  
PAINT D.O. NUMBER \_\_\_\_\_  
  
FINAL RELEASE BY: \_\_\_\_\_  
DATE: \_\_\_\_\_ HOURS: \_\_\_\_\_

**VACANT QUARTERS INFORMATION**

WORK ORDER NUMBER \_\_\_\_\_  
EST RELEASE DATE: \_\_\_\_\_  
CLEAN CARPET: YES ( ) NO ( )  
DELIVER REFRIGERATOR: YES ( ) NO ( )  
EXCEPTION TO 3 YEAR LIMIT: YES ( ) NO ( )  
  
REMARKS SECTION: