

From: [Schiller, Carmen M PSSG:EX](#)  
To: [Stratford, Betina PSSG:EX](#); [WSI Maintenance Requests](#)  
Cc: [McKinnon, Kevin PSSG:EX](#)  
Subject: FW: Maintenance\_Request - WP  
Date: Thursday, December 7, 2017 9:20:44 AM

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From: McClure, Kevin PSSG:EX  
Sent: Wednesday, December 6, 2017 10:47 AM  
To: WSI Maintenance Requests  
Subject: Maintenance\_Request



## Maintenance Request Form - Nanaimo Correctional Centre

**IMPORTANT NOTE:** Please submit only *ONE* concern per email.

<b>Request Date:</b>	2017-12-06	<b>Staff Requesting:</b>	McClure
<b>Unit:</b> Guthrie Lakeside	If Other Unit, please specify:		
<b>Location:</b> Trailer	<b>Bed Space:</b>		
<b>Further Explanation of Location:</b> e.g. Near door # or a location not specified.			
<b>Description of issue:</b> (include explanation of malfunction)	Railing on program trailer stairs nearest office not attached to building		
<b>Priority:</b> Disruptive - Urgent		<b>Refer to:</b> Work Programs	
<b>Notified:</b> No		<b>Reviewed by:</b> Schiller	
<b>Date Submitted:</b>	Click here to enter a date.	<b>Task Completed:</b> Choose an item.	