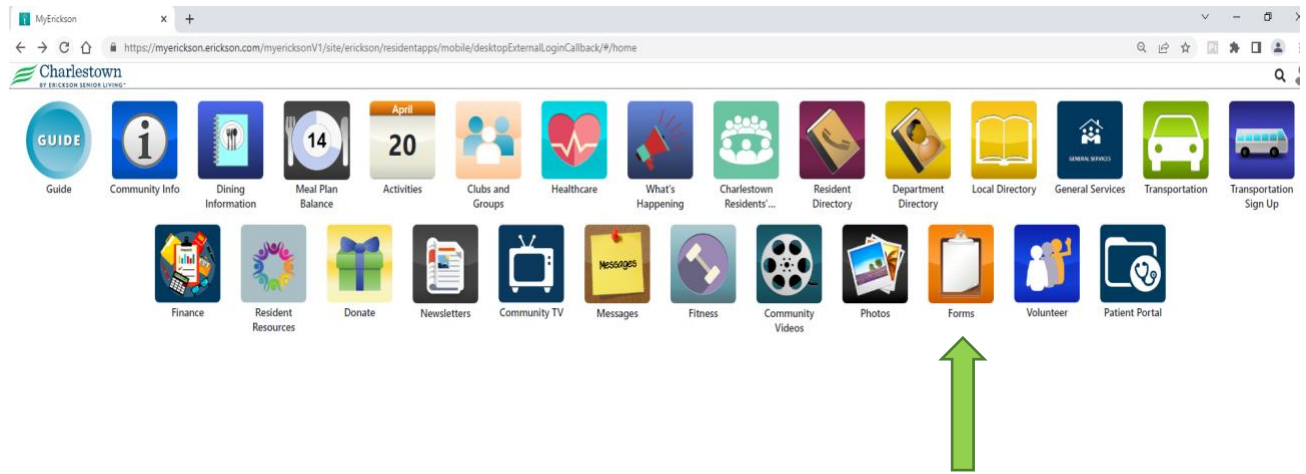


# Instructions on how to submit a Work Order to General Services Through MyErickson

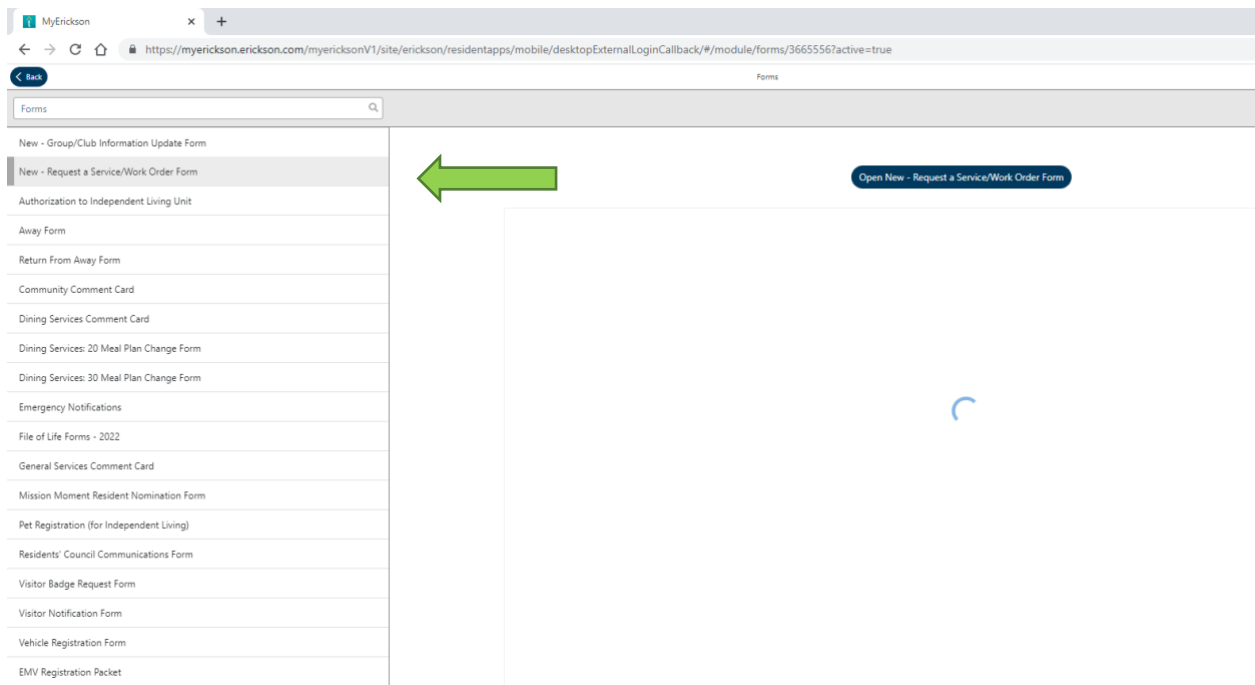
## Step 1

From the Home Screen, click the Forms Icon



## Step 2

Select Request a Service/Work Order Form



Step 3

# Complete all required fields.

https://erickson.co.1.qualtrics.com/jfe/form/SV\_eRuB4Zkzy21Avc

### Charlestown Request a Service Form

Please use this for non-emergency requests. For emergency request please contact the general services department. After hours and weekends, please call the front desk or security for emergencies.

\* Indicates a Required Field

\* Resident Name:

\* First Name

\* Last Name



Enter First & Last Name

Please select your building:



Enter building name

\* Please enter your apartment number:



Enter Apartment number

\*Please enter your phone number:



Enter Phone number

\*Service Department

- Maintenance
- Housekeeping



Select Service Department

\*Location of Service

- Kitchen
- Primary Bedroom
- Secondary Bedroom
- Full Bathroom
- Half Bathroom
- Living Room
- Other



Select Service location


Description of request

Type in description of request




(Optional) Upload a Photo of request:

kitchen-Light Bulb.jpg



**Upload photo (Optional)**



**Enter Email**

\* To sign the form, please type your email address in the box and click the Submit button. You agree that entering your unique email address constitutes your electronic signature of the form.

gregory.johnson@erickson.com

Thank you for your submission. A member of the General Services team will contact you within 48 hours - Monday - Friday and 72 hours Saturday and Sunday - to schedule an appointment.

**Step 4** **Submit your work order**



**SUBMIT**

**You will receive confirmation that your work order has been successfully submitted.**



Thank you! Your form has been successfully submitted and we are processing as quickly as possible. You will receive a confirmation email shortly.

4-17-2023