

HOW TO SUBMIT A WORK ORDER?

[Informational sheet for Tenants of the San Francisco Housing Authority]

It is the policy of the San Francisco Housing Authority (SFHA) to provide maintenance (the application of resources of labor, time, equipment and capital) to best meet the physical needs of the properties and service the needs of residents in a manner that is consistent with short and long term goals of SFHA.

- (1) If a maintenance concern arises between 8:00am – 5:00pm contact your property office via phone, e-mail or walk in.
- (2) If a maintenance concern arises after hours, contact 311.
- (3) For your convenience a blank work order form has been attached herein. You may fill out the work order and submit it directly to your property office.
- (4) You may request the work order number from your property office.
- (5) The San Francisco Housing Authority will prioritize requests in accordance with its Maintenance Plan available at www.sfha.org.

