

PROCEDURE FOR REQUESTING ACTION

1. An issue emerges.
2. Formally define issue and desired outcome.
3. Determine responsibility: House Manager or Housing Corporation.
4. Fill out a procedure request form.
5. Submit form to Housing Corporation.
6. Housing accepts or rejects request.
 - a. If accepted, go to step #7.
 - b. If rejected, go back to #1.
7.

<u>Housing Manager</u>	<u>Housing Corporation</u>
a. Purchase tools or materials to fix issue.	a. Communicates with <i>McKinnon & Mooney</i> to handle situation.
b. Submit receipt for materials to Housing Corporation.	b. References "Weekly Housing Assessment"
c. Submits "Weekly Housing Assessment" to McKinnon & Mooney on a weekly basis.	c. Insures things are being handled around the house.