

# ANNEX A

## AIRPORT DEFICIENCY REPORT/ REPAIR REQUEST FORM

BUILDING \_\_\_\_\_

AIRSIDE \_\_\_\_\_

GROUND SIDE \_\_\_\_\_

Please note that Deficiency Reports can also be completed on your mobile device, laptop, etc. by visiting [yvb.ca/Tenant-Deficiency-Report](http://yvb.ca/Tenant-Deficiency-Report)

COMMENTS AND DESCRIPTION OF ITEM OR AREA REQUIRING REPAIRS OR ATTENTION

AIRPORT COMMENTS

PROJECTED DOWN TIME OR REPAIRS *(if more than one day advise client or tenant)*

CUSTOMER or TENANT NAME:

AIRPORT EMPLOYEE SIGNATURE:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

Please forward the completed form via e-mail or fax.

Email: [operations@yvb.ca](mailto:operations@yvb.ca)

Fax Number: (705) 474-3020

Direct:

### **OFFICE USE ONLY:**

Complete SMS Safety Report? Yes  or No

CSU Cost Recovery? Yes  or No

Client Work Order Received: \_\_\_\_\_ DATE \_\_\_\_\_

Managed and Reviewed By: \_\_\_\_\_ NAME \_\_\_\_\_

