# Introduction

## Disclaimer

*The template is not a legal document and is provided for educational purposes only. Farms are individually responsible for determining whether the template meets compliance requirements of their applicable local, state, or federal laws and regulations. National Milk Producers Federation and the National Dairy FARM Program are not responsible for the content of this template, and under no circumstances shall we have any liability to you for any loss or damage of any kind as a result of the use of the template or reliance on any information provided in the template. Once downloaded by an organization or an individual, this template and their content become the sole property and responsibility of the organization or individual.*

## INSTRUCTIONS

The following template should be tailored by the individual farm to best suit the operation’s needs. The template was adapted from Cornell Agricultural Workforce Development. It can be printed or placed in a binder accessible to all workers. Workers can fill out the first three columns to request housing repairs or information. A manager who checks the binder will fill out the last three columns. The first row contains an example.

# Repair Journal System

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OCCUPANT | | | MANAGEMENT | | |
| **Repair Needed** | **Occupant Name, Date Reported** | **Housing Location** | **Manager Name, Date Checked, Note** | **Date Repair Expected** | **Date Repair Completed** |
| *Ex: Stove burner not working* | *Ex: Juan 5/4/2018* | *Ex: House #3* | *Ex: Greg, 5/5/2018, burner just loose,*  *cleaned and fixed.* | *Ex: 5/5/2018* | *Ex: 5/5/2018* |
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