# Introduction

## Disclaimer

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## 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

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| 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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