

PITTSFIELD VILLAGE CONDOMINIUM ASSOCIATION

MAINTENANCE AND SERVICE REQUESTS

Maintenance Requests

All non-emergency requests for maintenance of general common elements should be either emailed to office@pittsfieldvillage.com or called in to the office at 734-971-0233.

The request will be entered into the Maintenance Log and assigned to the maintenance staff. The staff will contact you to make arrangements for access to your home to complete the work. If staff is not able to contact you, a door knocker will be left hanging on your door to contact the office. When the work is completed, a finished maintenance form will be left in your home or hanging on the door.

If maintenance request is not an Association covered repair, then it would be considered a Bill Back. Please contact 734-971-0233 for the current Bill Back charges.

Emergency Service Requests

If your request is an emergency, you should contact Pittsfield Village Condominium office at 734-971-0233. For calls after regular office hours, the after-hours dispatch service will take your call. Indicate the nature of your emergency, your name, address, and phone number. The on-call dispatch maintenance staff will then call you to arrange for service.

Emergency requests are those that endanger life or property. Examples might include burst pipes or serious roof leaks. All non-emergency requests that are called into the answering service will be handled on the next business day.

IN CASE OF FIRE OR OTHER SIMILAR EMERGENCY, CALL 911, and then notify the office (734-971-0233) when it is safe to do so.