

SUGGESTION/COMPLAINT FORM (Back Page)

A written acknowledgment will be provided within 30 days of receipt of a suggestion or complaint. If the answer is not available at the time of the initial acknowledgment, it will be provided as soon as possible following the written acknowledgment. Please note many responses must be coordinated with the Board of Directors, Activities Committee, staff departments, or even outside agencies.

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Suggestion/Complaint Received: _____ Initial Acknowledgement Date: _____

COPIES TO: _____ (ACTION)
 _____ (INFO)
 _____ (OTHER)
 _____ (OTHER)
 _____ (FILE)

Inspection Required ___yes___ ___no___ Date Accomplished _____ By: _____

Follow-up Details:

REMARKS TO ACTION ADDRESS (OPTIONAL):

ACTION TAKEN: _____

REASON: _____

SUGGESTOR/COMPLAINANT NOTIFIED OF FINAL DISPOSITION:

DATE: _____ BY: _____