



<b>Date of Incident</b>	09-07-2021
<b>Prepared By</b>	Akira Jones
<b>Reviewed By</b>	Incident Report was reviewed by Lori Kolinchak on 09-09-2021 at 10:06 PM.
<b>Property</b>	Park at Westminster
<b>Time of Incident</b>	05:30:00
<b>Location of Incident</b>	B building stairwell between 2nd and 3rd floor

<b>Description of Incident</b>
Mary Kay Duffy of B44 was walking up the stairs of B building between the 2nd and 3rd floor around 5:30 pm on 9/7/21 when her left foot slipped off of a step causing her to lose her balance and to fall forward. The resident stated that she wasn't hurt. The elevator was out of service at the time. Elevator repaired 9/8.
<b>Corrective action taken at the time of the incident</b>
NA
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
Akira called Mary Kay 9/8/21 to check on her, Mary Kay stated she was doing ok.
<b>Witnesses names and phone number</b>
None
<b>Is criminal activity involved</b>
No
<b>Was there security camera footage of this incident?</b>
No
<b>Link to security footage video in Box</b>
http://
<b>Did this incident involve a resident?</b>
Yes
<b>Resident Name</b>
Mary Kay Duffy
<b>Did this incident involve a Lindy team member?</b>
No
<b>Did this incident involve a vendor?</b>
No