



<b>Date of Incident</b>	10-10-2022
<b>Prepared By</b>	Laura Reed
<b>Reviewed By</b>	Incident Report was reviewed by John Samuel on 10-12-2022 at 08:29 PM.
<b>Property</b>	York House (South)
<b>Time of Incident</b>	05:00:00
<b>Location of Incident</b>	Apt 518 Mr. Gentle Lee

<b>Incident Type</b>
Misc.
<b>Description of Incident</b>
The resident, Mr. Gentle Lee, in apt 518 allowed his water to overflow in his sink. The water ran down to apt 418 and 318. The bathroom ceiling in apt 418 and apt 318 has water damage.
<b>Corrective action taken at the time of the incident</b>
York House South Maintenance received the work orders for apt 418 and 318. It was at this point when it was discovered the leak originated from apt 518. Silas was called to schedule repairs to both ceilings. The insurance company covering apartment was contacted by Building Manager.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
Management was in touch with the residents in both apt 418 and 318 to discuss how the water damage would be repaired.
<b>Witnesses names and phone number</b>
Tyreek 215-329-3595 Shawn 215-329-3595
<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>
Mr Lee, Mr Lowry and Ms Moore
<b>Did this incident involve a Lindy team member?</b>
No
<b>Did this incident involve a vendor?</b>
No

