

MAINTENANCE REQUEST FORM

Repair, Replacement, & Room Set-Up

The person making the request should do the following:

- _____ Give original to Office Administrator (OA) in person or in his/her mailbox
- _____ Copy given by OA to Property Chair/Vice-Chair in person or in his/her mailbox
- _____ Copy given by OA to Pastor in person or in his/her mailbox
- _____ Completed copies returned to OA in person or in his/her mailbox

NAME OF PERSON MAKING REQUEST: _____

DATE: _____ TIME: _____

BUILDING: _____ ROOM: _____

- NOTE TO: _____ Property Committee (Electrical, Equipment, Grounds, HVAC, Plumbing)
- _____ Staff (HVAC, Housekeeping, Small Repairs, Table Set-up)
- _____ Back of Sheet (Contains Room Arrangement and/or Table Set-up Instructions)

FOR MAINTENANCE STAFF AND/OR PROPERTY COMMITTEE

Date Request Received _____ Date Completed: _____

SIGNATURE OF PERSON COMPLETING THE WORK: _____