

WORK REQUEST

Requester: _____ Date: _____

Are you representing a particular church group or committee? Yes No

If yes, please indicate group or committee: _____

If cost or labor is involved, will your group or committee be able to help? Yes No

Is this a safety issue? Yes No Date needed: _____

Room/Grounds Area Description:

The following item of maintenance/repair is requested. Please be specific and include information about what you have already tried to correct the problem:

For office use
Work assigned to: _____ Date: _____
Work completed by: _____ Date: _____
Notes:

