

Maintenance/Custodial Work Request

Please return the completed form to the church office.

Date of request: ____/____/____

Name/requesting party: _____

Phone: _____

Description of work/repair: _____

Request priority:

High - within 24 hours Medium - within the week Low - when you get a chance

For office use only:

Date reviewed: ____/____/____

Priority assigned: _____

Authorized by: _____

Comments: _____

Date work completed: ____/____/____

Number of days to complete: _____

Work assigned to: _____

