**Church Maintenance Request**

Date of Request:

Building:

Current Room No.:

Requestor’s Full Name:

Requestor’s Email:

Requestor’s Phone No.:

Brief Description of the Maintenance Request or Problem:

Is this the first or second request for this problem?  First

 Second

The Church Maintenance Department receives and

processes request orders daily. Our overall goals are to schedule and complete these services in a timely manner. In order to perfect our goals, each employee or volunteer must complete this Maintenance Request form and return it to the Maintenance office. Be sure to include your contact information above in the event of any questions or a needed time to schedule the maintenance. Thank you in advance for your cooperation.