

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.