

First Baptist Church, South Richmond Maintenance Work Request

Effective December 1, 2001

Please complete the top portion of this Work Request Form and turn it in to the Church Business Administrator's office. Depending on the urgency of the maintenance work request being made, the request will be completed as supplies and scheduling allows.

Work Request Being Submitted By: _____ Today's Date: _____

Date Work Needed By: _____ Time Work Needed By: _____

ROOM NEEDING WORK (i.e. Banquet Hall, Administrative Lobby, etc.)

SPECIFIC AREA NEEDING REPAIR (i.e. Bathroom, Hallway, Corner, etc.)

DESCRIPTION OF NEEDED MAINTENANCE/REPAIR:

IS THIS MAINTENANCE NEED A MATTER OF SAFETY? Yes ___ No ___

WHAT REQUESTED ITEMS (if any) NEED TO BE PURCHASED TO COMPLETE THIS REQUEST?

Work Request Assignments

To Be Completed by the Church Business Administrator

Work Assigned To: _____
Material and Cost Estimate:

Work Completed By: _____ Date: _____

Work Inspected By: _____ Date: _____

Carbon Copy Given to:

Work Order Requestor _____

Work Order Completer _____

Original Filed With Admin. _____