MAINTENANCE REQUEST FORM

Date:	
Location in/around the church:	
Repair, Maintenance or Improvement Idea:	
Do you have suggestions on how to repair or improve this item?	
Your Contact Information if we have a question:	
Name:	
Email:	
Cell / Phone Number:	
Are you able to help with repair or maintenance item(s) around the church?	
☐ Yes, please contact me ☐ No, just wanted to point out something you may not have been aware of	

Below this line is for Building & Grounds team use only

LOCATION: _____

CATEGORIES: _____

INPUT INTO MAINTAINX SYSTEM – DATE: _____

Circle: B&G Self Help or Vendor or Other