



羅省第一華人浸信會

MAINTENANCE REQUEST FORM (Facilities & Vehicles)

Requested By _____

Best Way to Contact You (Home/Cell/Work/Email) _____

Date of Request _____ Mailbox No./Department _____

A. Facilities

Location of Facilities (Building & Room No.) _____

Description of Work Requested (Attach/Draw a Detail Diagram if Necessary) _____

B. Vehicles

Type of Vehicle Mini-Van Van Mini-Bus Bus Vehicle No. _____

Description of Problem _____

C. Response (*For Office Use Only*)

Job Completed By _____ Date of Completion _____

Job Was Not Performed Because _____

Sign By _____ Date _____

White Copy: Church Administrator

Yellow Copy: Maintenance Manager

Pink Copy: Requestor (This copy will be return to you when the job has been completed.)