REPAIR REQUEST FORM

Complete the form below and submit it to the Office of the Pastor.

GENERAL INFORMATION

Requester's Name:	Request Date:
Campus:	

REPAIR REQUEST

Please check the appropriate repair request below

- ☐ Doors
- ☐ Electrical
- ☐ Extermination
- ☐ Furniture
- ☐ Locks
- ☐ Painting
- ☐ Plumbing
- ☐ Window
- ☐ Misc: _____

DESCRIPTION OF PROBLEM(S)

_____

_____

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_____

FOR OFFICE USE ONLY

Repairman: _____

Completion date: _____ Time: _____ Initials: _____

NOTES