

Powell Baptist Church Building & Grounds Work Request

Effective March 1, 2014

Please complete the top portion of this Work Request Form and put it in the church secretary mail box.

Depending on the urgency of the maintenance work request being made, the request will be completed as supplies and scheduling allows.

PLEASE PRINT

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

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

ROOM NEEDING WORK (i.e. Fellowship Hall, Administrative Offices, Sanctuary, 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 Building & Grounds Chairman

Work Assigned To: _____

Material and Cost Estimate: _____

Work Completed By: _____ Date: _____

Work Inspected By: _____ Date: _____

Copy Given to: Building & Grounds Person to complete task: _____

Secretary for filing: _____