

FIRST BAPTIST CHURCH
Suffolk, Virginia

MAINTENANCE REQUEST FORM

Date of Request: _____ Time: _____

Person Making Request: _____ Title: _____

Building Location: _____

Description of Problem or Work to be Performed: _____

Keep the pink copy for your records and submit the remaining copies for approval and action.

Approved

Disapproved

By: _____ Date: _____

Description of Work Performed: _____

Cost of Project: _____ Hours Involved: _____

Date Completed: _____ Completed By: _____

Recommendation for Further Action: _____
