

Bethany Baptist Church
MAINTENANCE REQUEST FORM
(Facilities & Vehicles)

Requested By: _____

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

Date of Request: _____

A. Facilities

Location of Facilities (Building & Room No.) _____

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

B. Vehicles

Type of Vehicle Van Make/Model _____ Other _____

Description of Problem _____

C. Response (*For Office Use Only*)

Job Completed By _____ Date of Completion _____

Job Was Not Performed Because _____

Signed By _____ Date _____