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 __________________________

Bethany Baptist Church – 1150 Hilfiker Lane SE – Salem, OR 97302
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