



MAINTENANCE REQUEST FORM

906 Avenue A
Katy, TX 77493
Telephone: 281.391.6894 FAX: 281.391.68

Place a check mark (✓) by the requested location.

- Liberty Center

This is an internal maintenance request form. Please fill out all spaces, so maintenance will be able to process your request as quickly as possible.

Date:	Time:	Dept. Budget Code:
Name of Requestor:	Department:	ABC Extension (if applicable):
Day Number (if applicable):	Best Time to Call:	Previously Reported? ___ Yes ___ No
If yes, when and how:		
Name of Department Head:	Depart. Head Approval Signature:	Date:

How urgent do you consider your request? ___ Very Urgent ___ Urgent ___ Routine ___ Preventive Maintenance

Please explain the repairs/problems, etc. that you are requesting and any other information we will need to complete this request:

Where in the church is the problem?
Explanation:

FOR OFFICE USE ONLY		
Date Received:	Approval Signature:	Date:
Request Submitted to:	Received by:	Date:
Vendor/Person Assigned:	Date: Scheduled:	
REQUEST DENIED		
Request Denied Signature:	Date:	
Reason:		

MAINTENANCE DEPARTMENT		
Completed Date:	Completed by:	Date Followed-up: